Est. II Retrenchment

1950 **File No.** 50

LEGAL DEPT.

C **BRANCH**

Subject:—

P. 442 Correspondence relating
B. to Retrenchment in the Establishment
of Legal Dept. and other Subordinate
offices to Legal Department.

Est. II Retrenchment | 50

File No.

Gen. 194 e.

687-C

IMMEDIATE.

FINANCE DEPARTMENT.

No. 7983/33-F&/

Bombay Castle, 4th April 1950.

From

OFFICER ON SPECIAL DUTY (RETRENCHMENT).

TO

ALL HEADS or DEPARTMENTS.

Sir,

I am directed to address you on the question of retrenchment in your Department. There has been a considerable increase in staff, gazetted as well as non-gazetted, in most Departments since the pre-war year, 1938-39. The additions to staff made from time to time do not seem to have been based on a precise assessment of the increase in the volume of work, as, in many cases, such additions had to be sanctioned on an ad hoc basis under pressing circumstances. As a result, some Departments have grown appreciably in size without a corresponding increase in the volume of work. It is also noticed that the staff sanctioned for a given unit of work or for a territorial charge of a given size varies from place to place in the same Department. There is considerable scope for retrenchment in staff if an exact assessment is made of the increase in the volume of work handled by each office and some uniform standard is followed in fixing the strength of the staff required for each territorial charge or unit of work. I am, therefore, to request you to furnish the following information so far as your Department is concerned, to enable me to carry out investigations on the lines indicated above :-

(1) A brief note describing the structure of your Department and the functions performed by each well-defined section of the Department.

(2) Statistics relating to staff and volume of work separately in respect of each office under your control., in the form of the attached statement I, which should be forwarded in duplicate.

(3) Consolidated summary of the entire staff in your Department in the form of the attached statement II, which should be forwarded in duplicate.

(4) In the light of the statistics referred to at items (2) and (3) above, you are requested to suggest standard units of staff which may be laid down for the offices of your Department serving each of the following territorial units:

(a) taluka, (b) sub-division or prant, (c) district and (d) division, circle or range.

(5) You are also requested to offer concrete suggestions for reorganisation of the Department or retrenchment in staff with a view to effecting the maximum possible economy.

2. I am to request you to furnish the information and suggestions called for above by the 20th April 1950 at the latest at least in regard to items (1), (2) and (3) above. Your suggestions in respect of items (4) and (5) may be submitted by the 30th April 1950.

Yours faithfully,

K.P.MATHRANI,

Officer on Special Duty (Retrenchment)

SMR/[illegible]

Legal Department.
R.I.No.6010
8-4-50.

Submitted.

2. This is a circular addressed to all Heads of Departments outside secretariat calling for the following information inorder to investigate the scope for retrenchment in staff which is increased since the pre-war year 1938-39:-

(1) a brief note deserving structure of the Deptt. and the functions performed by each well defined section of the Deptt.

(2) statistics relating to staff and volume of work in respect of each office.

(3) Consolidated summary of the entire staff in the Deptt.

(4) Suggestion regarding standard units of staff for the offices of the Deptt.

(5) Concrete suggestions for reorganisation of the Deptt or retrenchment in staff with a view to effecting the maximum possible economy.

3. This Department being a technical Department there are no heads of Department under its control but there are Heads of offices. These are :-

(1) The Govt. Pleader, High Court, Bombay.

(2) The Public Prosecutor for Bombay.

(3) The District Govt. Pleaders & Public Prosecutors.

4. The D.G.Ps. & P.Ps. have Asstts and Sub. Govt. Pleaders under them but they are not given any retainer and a small clerical staff which is drawn from the establishments of the respective District Courts. The question of calling for information from them does not arise. The necessary information in respect of the Govt. Pleader, High Court and the public prosecutor for Bombay may be called for from there immediately as the information is to be supplied by 20th April 1950.

Sd/- S.V.D.
10/4.

As at A bove.

S.S. J.D.
10/4.

Pl. put up the requisite memo or letter.

Sd/-

A.S.

Submitted with the requisite letter at p. 7 post for approval & signature.

Sd/- S.V.D.
11/4.

S.S. J.D.
11/4.

Sd/-

Secretary (before issue).

P.M.LAD.
13/4.

SHT/2.8.

Brief note regarding the structure and the functions of offices under the Legal Department.

Structure.

The Legal Department is a technical rather than an administrative Department. Only the Law Officers of the State of Bombay who are part time Govt. servants are under its administrative control. None of them xxx xx is a head of the Department. The Government Pleader High Court, Bombay is the only head of the office under its administrative control. Excluding Legal Deptt. in the Secretariat the following are the Law Officers -

(1) The Advocate General - pay Rs. 1,600/- p.m. plus an office allowance of Rs.500 p.m. This is a charged expenditure; No office establishment is provided at Govt. cost.

(2) The Solicitors to Govt.- pay Rs. 500/- p.m. No office establishment is provided at Govt. cost.

(3) The Public Prosecutor for Bombay - pay Rs. 500 p.m. Grant in aid towards establishment is given in the form of an office allowance. One Assistant Public Prosecutor on Rs. 300/- p.m. is given to assist him.

(4) The Government Pleader, High Court, Bombay - Retainer Rs. 45/- Office establishment as per Schedule - One or two Assistant Govt. Pleaders are to assist him without retainer.

(5) The Govt. Pleader, Civil Court - (a new creation in 1949) No pay and no office establishment.

(6) The Govt. Advocate in the Small Causes Court, Bombay (a new creation in 1949) No pay and no office establishment

(7) The District Govt. Pleaders and Public Prosecutors.

In every district there is one such officer, except at Ahmedabad, where there is a separate District Govt. Pleader and a separate Public Prosecutor.

Retainee :- Rs. 175/- p.m. (Poona & Thana Districts) } plus 10%.
Rs. 130/- p.m. (Surat & Baroda) } as tempo-
Rs. 100/- p.m. (other Districts) } rary increase.

Necessary small establishment is provided from among the respective District Judge's Courts.

(8) The Asstt. Govt. Pleaders and Asstt. Public Prosecutors.

Numbers varies according to the work in the District from 1 to 4.

No retainee; no office establishment, except as provided to the District Govt. Pleaders.

(9) The Subordinate Govt. Pleaders.

One each in every taluka where there is a court of civil Judge.- No pay and no office establishment.

All the above Law Officers get fees for their appearances in Govt. cases according to the scale laid down in the Law Officers' Rules and this is the main source of their income from Govt. souice except the private practice which is permissible.

Function.

In the mofussil :- At the District Head quarter it is main function of the D.G.Ps and P.Ps and their Assistants to conduct Govt. Civil and Criminal Cases and to give legal advice to the heads of departments and partibularly to the Collectors. For this work there are Subordinate Govt. Pleaders in taluka places. Their duties are prescribed in Chapter VI of the Law Officer's Rules.

In the City of Bombay -

Duties of the Advocate General are prescribed in Chapter I (Rule 11 to 17) of the Law Officers' Rules.

Duties of the Public Prosecuter are prescribed in Chapter IV (Rules 26 to 29) and the duties of the Solicitors to Govt. are prescribed in Chapter IV (Rules 24, 25 and 25-A) of the

of the Law Officers' Rules.

Duties of the Government Pleader, Hig. Court, are prescribed in Chapter V (Rules 30 to 37) of ~~the~~ the Law Officers' Rules.

It is the duty of the Govt. Pleader City Civil Court to represent Govt. in the City civil Court and that of the Govt.Advocate for Small Causes Courts in the Small Causes Courts.

SNT/3.8.

STATEMENT I.

Head of the Department - Legal Department.

Name of the Office :- Public Prosecutor for Bombay.

Administrative Deptt. of the Secty. concerned:- Legal Department.

Major Head or Heads of account to which expenditure on the staff is debited:-

27-Admn. of Justice - B - Law Officers - B.1 - Presidency Law Officers - B. 1(1) - Pay of Officers and - B - 1(3) - Allowances and Honoraria.

Sr. No.	Category of staff (Gazetted and non-gazetted Classes III & IV, including executive staff).	Existing pay scale.	* No. of permanent posts in existence on 31st March 1939 or the date of creation of the office, whichever is later.	* No. of permanent posts in existence on 31st March 1950.	No. of temporary posts in existence on 31st March 1939 or the date of creation of the office whichever is later.	No. of temporary posts in existence on 31st March 1950	Statistics of work.	Other Statistics.	Brief reasons explaining (A) increase, if any, in the No. of permanent posts, and (B) increase in the number of temporary posts, since the date mentioned in columns 4 and 6.
1	2	3	4	5	6	7	8	9	10
1	The Public Prosecutor	500	1	1	-	-			Simultaneous sittings of three Sessions courts in the City Sessions Court.
2	The Asstt. Public Prosecutor.	300	1	1	-	-	(1) No. of receipts.	Sessions cases	
3	Head Clerk.	210	1	1	-	-	(a) in 1938-39 1054	97	
4	Assistant Head Clerk	100	-	1	-	1	(b) in 1949-50 4112	194	
5	Clerk	95	1	1	-	1	(2) No. of issues	Public Court cases	
6	Typist	80	1	1	-	1	(c) in 1938-39 1204	25	
7	Shorthand typist	110	-	-	-	1	(d) in 1949-50 4104	60	
8	Peons	30	2	4	-	2		Revision Appeals & Applns. 69	
							1938-39	79	
							1949-50	401	

* The non-gazetted staff (Nos. 3 to 8) is non-pensionable and is not permanent as much as the cost of staff is paid as an office allow, under the Head Allowance & Honoraria.

STATEMENT II.

Head of the Department :- Legal Department. Administrative Department of the Secretariat concerned :- Legal Department.

Name of the Department :- Legal Department. Major Head or Heads of account to which expenditure on the staff is debited

27 - Administration of Justice - B - Law Officers.

B.1 (1) - Pay of Officers. B.2(1)-Pay of officers.

B.1 (2) - Pay of Establishment.

Serial No.	Category of Staff (Gazetted and non-Gazetted classes III and IV, including executive staff.	Existing pay.	No. of permanent posts in existence on 31st Mar. 1939.	31st March 1950.	No. of temporary posts in existence on 31st March 1939.	31st March 1950.	Remarks.
1	2	3	4	5	6	7	8
	GAZETTED.						
1.	The Advocate General, Bombay.	Rs. 1600/-	1	1	-	-	Besides these there are (1)The Govt.Pleader City Civil Court for Greater Bombay. (2) The Govt. Advocate,Small Causes Court, Bombay, who do not get any pay and the posts are created in 1949.
2.	The Solicitors to Government.	Rs. 500/-	1	1	-	-	
3.	The Public Prosecuter for Bombay.	Rs. 500/-	1	1	-	-	
4.	The Assistant Public Prosecuter for Bombay.	Rs. 300/-	1	1	-	-	
5.	The Government Pleader, High Court, Bombay.	Rs. 450/-	1	1	-	-	
6&7.	The District Government Pleader & Public Prosecuter Deesa & Thana.	Rs. 192/8 each	2	2	-	-	
8&9.	The Distt. Govt. Pleader & Public Prosecuter, Surat & Baroda.	Rs. 145/- each	1	2	-	-	7 D.G.Ps. & P.Ps are for new Districts formed as a result of merger of Indian State areas. Besides there are Asstt: Govt.Pleaders & Asstt: P.P. & Sub-Govt.Pleaders who do not get any pay but are paid fees for cases conducted by them.
10.- 33.	The Dist.Govt. Pleaders and Public Prosecuters of remaining 23 Districts & P.P. Ahmedabad.	Rs. 110/- each	18	24	-	-	

Non-Gazetted.

			Office of the Govt. Pleader, High Court, Bombay. (Permanent)		(Temporary).		
			31-3-39	31-3-50	31-3-39	31-3-50.	
1.	Head Clerk	50-10-300-15-345.	1	1	-	-	
2.	2nd Clerk.	50-10-230.	1	1	-	1	
3.	Steno-typist.	75-5-140-6-200 plus Short-hand allowance Rs.30/-	-	-	-	2	
4.	Clerks.	75-5-140-6-200	5	6	-	6	
5.	Naik.	40-1-50	-	-	-	1	
6.	Peons.	35-1/2-40	3	4	-		
		Office of the Public Prosecutor for Bombay.					
1.	Head Clerk.	210/-	1	1	-	-	Provision of Rs. 10,100 made under Allowances & Rm. for the C.S.I. of PP. for Bombay.
2.	Assistant Head Clerk	100/-	-	-	-	1	
3.	Clerk.	95/-	1	1	-	1	
4.	Typist	80/-	1	1	-	1	
5.	Short-hand Typist.	110/-	-	-	-	1	
6.	Peons.	30/-	2	4	-	2	

SMK/3.8.

Legal Department.

Submitted with pp.

2. Please see F.D. Circular at page 1 ante and our reply thereto at page 30 ante. Now we have to reply to item Nos. (4) & (5) in the circular at page 1 ante. They are :-

(1) Suggestion regarding standard units of staff which may be laid down for the offices under L.D. serving in teriterial units.

(2) Concrete suggestions for reorganisation of the Department or retrenchment of staff with a view to effecting the maximum possible economy.

3. There are only two offices under L.D. for whom staff is sanctioned by this Department viz:-

(1) Office of the Govt. Pleader, High Court, Bombay.

and (2) Office of the Public Prosecutor for Bombay.

As regards (1) :- The question of reorganisation the office of the G.P. High Court is under consideration of this Department due to increase of work in that office owing to integration of state areas, increase in Habeas Corpus Petitions etc. There is therefore absolutely no scope for economy; on the contrary it will be essential to increase the strength of that office to cope up with the increased work.

As regards (2) :- Owing to the establishment of the City Sessions Court for Greater Bombay the office of the Public Prosecutor for Bombay is to be replaced by the offices of the Public Prosecutor for the City Sessions Court and the Govt. Pleader City Civil Court. This question is under active consideration of this Department. Due to these reasons it is not possible to effect any economy; on the contrary there will be extra expendi-

ture in this respect. There is also no scope for economy in the expenditure on account of retainer and fees to be paid to Law Officers. Besides after integration of Indian State areas in the State of Bombay, this is the first fully financial year and hence it is very difficult to say at this stage whether there will be any saving or excess.

4. If approved the reply may be as in para 3 above.

Sd/-

S.S. J.D. 4/5.

A.S.(Mr.P). Sd/- 6/5/50.

Secretary. Sd/- P.M.LD. 6/5.

SNT/3.8.

No. 6355.
Legal Department,
Bombay Castle(Bombay No. 1), 10th May 1950.

To

The Officer on Special Duty (Retrenchment),
Finance Department,
Bombay.

Subject:- Retrenchment.

Sir,

With reference to the correspondence ending with this Department letter No. 5775, dated the 27th April 1950, on the above subject, I am directed to state that there are only two offices under L.D. for whom staff is sanctioned by this Department viz :-

(1) Office of the Government Pleader, High Court, Bombay,

and (2) Office of the Public Prosecutor for Bombay.

As regards (1) :- The question of reorganisation of the office of the Government Pleader, High Court is under consideration of this Department due to increase of work in that office owing to integration of state areas, increase in Habeas Corpus Petitions etc. There is therefore absolutely no scope for economy; on the contrary it will be essential to increase the strength of that office to cope up with the increased work.

As regards (2) :- Owing to the establishment of the City Sessions Court for Greater Bombay, the office of the Public Prosecutor for Bombay is to be replaced by the offices of the Public Prosecutor for the City Sessions Court and the Government Pleader, City Civil Court. This question is under active consideration of this Department. Due to these reasons it is not possible to effect any economy; on the contrary there will be extra expenditure in this respect. There is also no scope for economy

in

in the expenditure on account of retainer and fees to be paid to Law Officers. Besides after integration of Indian State areas in the State of Bombay , this is the first full financial year and hence it is very ~~then~~ difficult to say at this stage whether there will be any saving or excess.

Yours faithfully,

Sd/- P.M.LAD.

Secretary to Government.

Submitted for approval & Signature.

Sd/- 8/5.

S.S. J.D. 9/5.

A.S.

Secy.

SHT/3.8.

IMMEDIATE.

No.7983/33-S.1. Finance Department,
Bombay Castle, 22nd April 1950.

From

Officer on Special Duty (Retrenchment).

To

Heads of Departments and
other officers.

Subject:- Retrenchment.

Reference my letter No. 7983/33-S.1, dated 4th April 1950.

It has been suggested that the steps for retrenchment and economy can be increased if steps are taken to reduce the volume of work in Government offices by a change in the manner of disposal of petitions and submission of reports to Government, eliminating the submission of unessential returns and reports, simplifying the manner of submission of information on proposals regarding the sanctioning of schemes or staff by introduction, if possible, of standard forms, and taking other steps to improve office procedure. I am to request you for your views on this aspect of the question and to forward to me specific suggestions regarding the manner in which the volume of unnecessary and unessential work can be reduced in the offices under your control and to what extent economies can be effected by adopting these suggestions.

Similarly your suggestions regarding the possibility of reducing or rationalising the office and outdoor inspection work, without affecting efficiency of administration, and the consequent economy in expenditure should also be furnished. Any other suggestions which officers may wish to make with a view to achieving economy in expenditure will also be appreciated.

Your views and suggestions should reach me by the 15th May 1950.

Yours faithfully,

Sd/-

Officer on Special Duty (Retrenchment).

SM/3.6.

L.D.R.I.No.7342 dt. 27-4-50.

Submitted.

2. This is a circular from the Officer on Special Duty(Retrenchment) calling from all Heads of Departments and other officers for -

(1) views on the aspect of effecting retrenchment and economy by reducing the volume of work by change in the manner of disposal of petitions and submission of reports to Govt. i.e. elimination of unessential returns, and simplifying the manner of submission of information and specific suggestions regarding the manner in which the volume of unnecessary and unessential work can be reduced in the offices and to what extent economies can be effected by adopting above aspect.

(2) Suggestions regarding the possibility of reducing or rationalising the office and outdoor inspection work without affecting efficiency of administration; and consequent economy in expenditure. Any other suggestions with a view to achieving economy in expenditure.

3. There are no heads of Departments under the control of L.D. There are only law officers under the control of this Deptt. and out of them only the Govt. Pleader, High Court, Bombay is head of his office. The staff under him is meant for assisting hi look after the legal affairs of Govt. in the city of Bombay and consequent duties pertaining thereto. The work done by these law officers and the staff under them is just the work quite essential for carrying out the legal affairs of Govt. a technical work leaving no scope for curtailing any procedure. No economy is therefore possible, by reducing the volume of that work without

affecting efficiency of legal administration. On the contrary there is a strong case for increasing the staff so cope up with the additional work arising from the integration of Indian State areas and such other constitutional changes.

4. If approved, the reply may be as in para. 3 above.

Sd/- S.V.D.

S.S. J.D.
3/5.

D.S. D.D.P.
6/5/50.

Secretary. P.M.LAD.
6/5.

SNT/3.8.

No. 6354
Legal Department,
Bombay Castle (Bombay No.1), 10th May 1950.

Subject:- Retrenchment.

Memorandum.

The undersigned presents compliments to the Officer on Special Duty (Retrenchment) and with reference to his letter No. 7983/33-R.I., dated the 22nd April 1950, addressed to the Heads of Departments and other officers, on the above subject, is directed to inform him that there are no heads of Departments under the control of this Department. There are only Law Officers under the control of this Department and out of them only the Government Pleader, High Court, Bombay, is the head of his office. The staff under him is meant for assisting him to look after the legal affairs of Government in the city of Bombay and consequent duties pertaining thereto. The work done by these Law Officers and the staff under them is just the work quite essential for carrying out the legal affairs of Government - a technical work - leaving no scope for curtailing any procedure. No economy is therefore possible, by reducing the volume of that work without affecting efficiency of legal administration. On the contrary there is a strong case for increasing the staff to cope up with the additional work arising from the integration of Indian State areas and such other constitutional changes.

By order of the Governor of Bombay,

Sd/- P.M.LAD.
9/5.

Secretary to Government.

To

The Officer on Special Duty,
(Retrenchment) Finance Department.

SMT/3.8.

IMMEDIATE.

Retrenchment:

Reduction of 5 per cent. in establishments.

GOVERNMENT OF BOMBAY.

FINANCE DEPARTMENT.

Resolution No. 7983/33.

Bombay Castle, 5th May 1950.

RESOLUTION OF GOVERNMENT.

Government has had under consideration the question of effecting an immediate ad hoc reduction in establishments pending investigation by the Officer on Special Duty (Retrenchment), so that the expenditure during the earlier part of the current year may not altogether escape the 6¼ per cent. cut imposed on this year's budget provision under pay of officers and establishments and dearness allowance. Government is now pleased to direct that Heads of Departments and other authorities competent to make appointments should effect an immediate reduction of 5 per cent. in each cadre or class of posts under them subject to the following qualifications:-

(i) The number of posts to be retrenched should be calculated at 5 per cent. of the cadre or class of posts as a whole, including permanent as well as temporary posts, but only temporary posts should be abolished at this stage.

(ii) The percentage may be lower than 5 in the case of essential services and posts, provided that sufficient justification is given for fixing a lower percentage. In such cases reduction up to a lower percentage should be made forthwith and the reasons for not enforcing the full cut reported to the Officer on Special Duty (Retrenchment).

(iii) The percentage may be raised up to 10 in the case of cadres like those of clerks and peons where Heads of Departments consider this to be immediately feasible by judicious redistribution of work.

2. Selection of personnel for discharge.- Temporary Government servants only should be selected for discharge in the order of juniority, i.e. the junior-most persons should be first retrenched, subject to the following qualifications:-

(i) Re-employed pensioners should be first discharged, irrespective of their length of service after re-employment, except in cases where they cannot be replaced by other persons in the Department. Such exceptional cases should be reported to the administrative Department of the Secretariat concerned for approval and a copy of the report forwarded to Officer on Special Duty (Retrenchment).

(ii) Temporary Government servants whose work is so consistently unsatisfactory that to retain them in Government service, while others are discharged from it, would not be justifiable, should be discharged in preference to other temporary Government servants.

(iii) Displaced persons (refugees) should not be discharged under this preliminary retrenchment, as the problem of their rehabilitation is already very acute and discharge is likely to entail greater hardship on them than on those domiciled in this State.

(iv) Permanent employees of the merged states, though they may have been absorbed in Government service in temporary posts, should be treated as permanent Government servants and should not, therefore, be discharged at this stage.

(v) Class III and Class IV Government servants belonging to the Backward Classes should not be discharged if their number does not exceed five per cent of the number of posts in the cadre, in the case of clerical cadres, and ten per cent of the number of posts in the cadre, in the case of other cadres. Where the number of Backward class

class Government servants exceeds the percentages mentioned above, those of them holding posts in excess of the centages may be discharged in accordance with the principle laid down in this Resolution.

Inserted vide G.A.D. No. F.D. 7983/33 dt. 4-10-33

(vi) In the case of persons affected by prohibition who are absorbed in Government service in accordance with the orders issued in Government Circular Memorandum, Political and Services Department, No.3405/34, dated 1st May 1950, half of the service rendered by them in connection with the trade in liquor, teddy, hemp drugs and opium should be taken into account for the purposes of fixing their juniority for discharge."

3. Procedure to be followed in the case of non-gazetted staff and gazetted services other than the Provincial Services.—(1) Before any temporary Government servant is discharged under these orders, he should be given one calendar month's notice of discharge, i.e., the notice should run during the month of June 1950 and the discharge should take effect from 1st July 1950. The Heads of Departments should therefore communicate immediately to the Heads of offices under them the number of posts in each cadre or class which should be reduced in accordance with these orders. The authorities competent to make appointments to these services should issue notices, immediately on receipt of the orders of the Heads of Departments, to all temporary Government servants whose services are likely to be terminated from 1st July 1950.

(2) The selection of individuals for discharge should be carried out by the competent authorities referred to above subject to the sanction (to the sanction) of the authorities immediately superior to them, to whom the former should submit a statement in duplicate in the accompanying form. (The Heads of Departments need not submit to Government for approval statements pertaining to the staff they are competent to appoint). The superior authorities should approve the lists without delay after making such modifications as they consider necessary in the light of these orders and transmit a copy of the statement to the Officer on Special Duty (Retrenchment) along with a copy of their orders approving the lists. The notices of discharge should be issued by the competent authorities to the selected personnel in anticipation of the approval of the statements by the superior authorities.

4. Procedure to be followed in the case of the Provincial Services.— The Heads of Departments should report to Government in the administrative Department of the Secretariat concerned before the 20th of May 1950 the names of officers whom they propose to discharge under the present orders, with particulars in the form of the accompanying statement. The administrative Departments of the Secretariat should then issue one calendar month's notice of discharge to the officers so that their services can be terminated from 1st July 1950, and should forward to the Officer on Special Duty (Retrenchment) copies of the statements received from Heads of Departments with modifications, if any, made by Government.

5. Officers of the Judicial Department should forward their reports through the Registrar, High Court, Appellate Side, or the Prothonotary and Senior Master, High Court, Original Side, as the case may be.

6. Orders regarding the terminal benefits to be granted to retrenched Government servants will issue separately.

By order of the Governor of Bombay,

K. P. MATHRANI,
Officer on Special Duty (Retrenchment).

*Excluding offices of the High Court, Bombay.

SNT/3.8.

No. 7018.
Legal Department.
Bombay Castle(Bombay No.1), 24th May '50.

Subject:- Retrenchment :
Reduction of 5 per cent in establishments.

MEMORANDUM.

The undersigned presents compliments to the Officer on Special Duty (Retrenchment) and with reference to the Government Resolution, Finance Department, No.7983/33 dated the 5th May 1950, on the above subject is directed to inform him that there is no head of Department under the control of this Department, and hence the Secretary Legal Department is the head of department for two offices viz. the office of the Government Pleader, High Court, Bombay and the office of the Public Prosecutor for Bombay, and for all other Law Officers in the State of Bombay. The Law Officers are mentioned in the brief note which accompanied Legal Department No.5775/ dated the 27th April 1950 and no reduction is possible in their number. The office of the Government Pleader, High Court, Bombay, consists of the following establishment —

Permanent — 1 Head Clerk.
1 Second Clerk.
6 Clerks.
4 Peons.

Temporary — 1 Additional Second Clerk
6 Clerks.
2 Steno-typists.
1 Naik.

The question of re-organisation of this office is under consideration of this Department, due to increase of work owing to constitutional changes such as integration of Indian State areas etc. No reduction at all is therefore possible in the present staff. On the contrary a case is being made out to increase the staff. The Office of the Public Prosecutor for Bombay consists of —

Permanent — One Head Clerk.
One Clerk.
One Shorthad typist.
Four peons.

Temporary— One Assistant Head Clerk.
One Clerk-typist.
One peon.

Periodical— One clerk →

Periodical- One clerk) when there is
One Typist.) Third Sessions
One peon.) Court sitting
simultaneously.

This staff is on non-pensionable basis and their salaries are paid by the Public Prosecuter for Bombay from the office allowance under "Allowances and Honararia" sanctioned to him. This staff is meant for assisting the Public Prosecuter for Bombay for work arising from the simultaneous sittings of three Sessions Courts in the City Sessions Court for Greater Bombay and is absolutely necessary and is the minimum possible and no reduction is possible if the Government business in the three sessions Courts is to be carried out smoothly. Besides owing to establishment of the City Civil and City Sessions Court for greater Bombay, the question of re-organising and splitting up the post of the Public Prosecuter for Bombay into that of (1) Government Pleader for the City Civil Court and (2) Public Prosecuter for the City Sessions Court is under active consideration of this Department and this will lead to more expenditure on staff and the Law Officers. Attention in this connection is invited to this Department Nos.6354 and 6355, dated the 10th May 1960.

By order of the Governor of Bombay,

Sd/- P.M.LAD.
23/5.

Secretary to Government.

To

The Officer on Special Duty (Retrenchment).
Finance Department.

Submitted for approval & Signature.

Sd/- S.V.D.
22/5

S.S. J.D.
23/5

Sd/- S.D.P.
A.S. 23/5.

Secretary. SNT/4.8.

Retrenchment:
Grant of terminal leave and gratuity to retrenched Government servants.

GOVERNMENT OF BOMBAY.

FINANCE DEPARTMENT.

Resolution No. 7983/33.

Bombay Castle, 11th May 1950.

RESOLUTION OF GOVERNMENT.

In order to mitigate the hardship that may be caused to the temporary Government servants who will be discharged as a result of retrenchment, the Government of Bombay is pleased to sanction the following concessions:—

Section I—Classes of Government servants to whom these orders are applicable.

2. These orders are applicable to all temporary Government servants and under the rule-making control of the Government of Bombay discharged from service during the period from 1st March 1950 to 30-6-51, except —

(a) officers whose pay exceeds Rs.1,000 per mensem,
(b) daily-rated and work-charged employees,
(c) apprentices, part-time Government servants and persons in the non-continuous employment of Government,
(d) re-employed pensioners,
(e) Government servants on contract, and
(f) persons who resign Government service or who are discharged for any fault of theirs.

Note:— Persons referred to in paragraph 2(ii) of Government Resolution No.7983/33 dated 5th May 1950 are not included in clause (f) above.

Section II-Terminal Leave.

3. A temporary Government servant discharged during the period mentioned above will be granted all earned leave standing to his credit on the eve of discharge. There will be no restriction on his taking up private employment during the period of leave. Re-employment by a local fund, as defined in B.C.S.R.9(33), will also be permitted, but a Government servant re-employed by such a fund while on leave will have the option of drawing his re-employment pay or leave salary, whichever is higher, but not both.

4. The orders in the preceding paragraph are not applicable to cases in which the services of the temporary Government servants were lent by commercial concerns or semi-Government organisations on terms which included the payment of leave salary contributions. The grant of leave on termination of the employment under Government will, in such cases, be at the cost and within the discretion of the parent employers.

5. The rate of leave salary in respect of leave under these orders will be governed by paragraph 11 of Government Resolution, No. 6567/33 dated 28th April 1949.

Section III-Gratuity.

6. A temporary Government servant discharged during the period mentioned above will be granted gratuity at the rate of —

(a) two-thirds of a month's pay for each completed year of approved service, if his pay does not exceed Rs.180 per mensem, and
(b) half a month's pay for each completed year of approved service, subject to a minimum of Rs. 120, if his pay exceeds Rs. 180 per mensem.

All periods of duty and authorised leave, other than extraordinary leave shall count as service for this purpose. "Pay" shall mean average monthly pay

monthly pay(as defined in Bombay Civil Services Rule 9(39) earned during the 12 complete months immediately preceding the month in which the Government servant is discharged.

7. In the case of clerks of the Civil Supplies Department serving in Bombay City who are eligible for the bonus sanctioned in Government Resolution, Finance Department (Supply), No. 563, dated 29th May 1945, the amount of gratuity will be reduced by the amount of the bonus.

8. No gratuity will be granted in respect of any period during which Contributory Provident Fund payments have been made to the Government servants on the employer's behalf. If any portion of service in respect of which the gratuity is granted is subsequently counted for pension on re-employment, the Government servant shall refund to Government a proportionate part of the gratuity calculated on the basis of the ratio which the period of service in espect of which he has received the benefit regarding pension bears to the total qualifying service.

9. Persons referred to in paragraph 4 above are not eligible for gratuity.

By order of the Governor of Bombay.

M. P. MATHRANI,

Officer on Special Duty (Retrenchment).

To

Etc.

SMT/4.8.

Legal Department.
R.I.No. 8640
18-5-50.

Submitted for information.

No action is necessary in L.D. as there is no temporary Govt. servant/ discharged as a result of retrenchment.

File in Est.II/50.

Fl. put up G.N.No.7983/33, dt.5/5/50.

Sd/- S.V.D.
23/5.

S.S. J.D.
25/5.

Subt.
2) Spare copy of F.D.G.N.No.7983/33 dt. 5th May 1950, is put up below.

Sd/-
24/6

Supdt. No action is necessary, File in Est.IIwith pp.

J.D.
15/6.

A.S. Sd/- E.P.Bhangare.
15/6.

SNT/4.8.

IMMEDIATE.

No.7983/33-P-1. Finance Department, Bombay Castle, 11th April 1950.

Subject:- Retrenchment.

Memorandum.

The undersigned presents compliments to the

Chief Secretary to the Government of Bombay, Political and Services Department (including Reconstruction Department and Separate Department).
Secretary to the Government of Bombay, Home Department.
Secretary to the Government of Bombay, Revenue Department.
Secretary to the Government of Bombay, Agriculture and Forests Department.
Secretary to the Government of Bombay, Education Department.
Secretary to the Government of Bombay, Development Department.
Secretary to the Government of Bombay, Local Self Government and Public Health Department.
Secretary to the Government of Bombay, Labour and Housing Department.
Secretary to the Government of Bombay, Civil Supplies Department.
Secretary to the Government of Bombay, Public Works Department.
Secretary to the Government of Bombay, Legal Department.
Joint Secretary to the Government of Bombay, Rehabilitation Department.
Secretary to the Bombay Legislature Department,

and is directed to request that the following information in respect of his Department may be supplied to the undersigned by Wednesday the 19th April 1950 at the latest :-

(1) The number of gazetted officers and the work allotted to each officer, in the form of the accompanying statement I, to be furnished separately in respect of the years 1938-39 (or the year in which the Department was created, whichever is later) and 1949-50;

(2) The number of branches, their strength, the number of receipt in each branch etc. in the form of the accompanying statement II, separately in respect of the years 1938-39 (or the year in which the Department was created, whichever is later) and 1949-50;

(3) Information in respect of the Registry in the form of the accompanying statement III separately in respect of the years 1938-39 (or the year in which the Department was created, whichever is later) and 1949-50;

(4) A consolidated statement showing the number of posts, permanent and temporary, in each category of posts in 1938-39 (or the year in which the Department was created, whichever is later) and 1949-50, in the form of the accompanying statement IV.

2 ....

2. It is also requested that suggestions, if any, for retrenchment in staff or for effecting economies in other ways may also be forwarded along with the information called for above.

By order of the Governor of Bombay,

Sd/-

Officer on Special Duty (Retrenchment).

SRT/A.S.

No.7545.
Legal Department,
Bombay Castle (Bombay No.1), 3rd June 1950.

Subject:- Retrenchment.

Memorandum.

The undersigned presents compliments to the Officer on Special Duty (Retrenchment) and with reference to his memorandum No. 7982/33-A.I. dated the 11th April 1950, on the above subject, is directed to furnish the information in four statements attached herewith in respect of the Legal Department.

2. In view of the constitutional changes, the proposed formation of a Translation Bureau, proposed establishment of the office of the Commissioner of Trusts on the passing of the Religious Endowment & Charitable Endowment Act and the expansion of the Legal Department into that of the 'Law and Justice Department' it is not feasible to effect any reduction in the existing staff. From the figures supplied it is clear that there is abnormal increase in opinion and suit work, and more staff will be required on the proposed expansion of the Department.

By order of the Governor of Bombay,

Sd/- P.M.LAD.
1/6

Secretary to Government.

To

The Officer on Special Duty (Retrenchment)
Finance Department, Bombay.

SMT/4.8.

STATEMENT I.

Name of the Secretariat Department :- Legal Department. Year :- 1938-39 / 1949-50

Serial No.	Designation of the Officer.	Whether the post held by him is permanent or temporary.	No. of branches allotted to the Officer & the names of these branches (e.g. 'A' Br. 'B' Br., etc.)	Subjects allotted to the Officer.	Any other items of work attended to by the Officer.	Remarks.
1	2	3	4	5	6	7
			1938-39			
1.	Secretary.	Permanent.	All branches.	All work of the Department.	-	
2.	Deputy Secretary.	Permanent.	Three B.C. & D.	Drafting and scrutiny of Bills, Rules notifications, elections to the central and Provincial Legislatures references under the the Constitution Act, and appointments of Law Officers and Establishment.	Ex-Officio Secretary to Bombay Legislative Council.	
3.	Assistant Remembrancer of Legal Affairs.	Temporary.	One-A	Opinion Work.	Ex-Officio Secretary to Bombay Legislative Assembly.	
4.	Solicitor to Government.	Permanent.	One-E	Conveyancing and conduct of suits in Small Causes Court and Charity suits.		
5.	Assistant Secretary.	Permanent.	Three B.C. & D.	Drafting and scrutiny of Bills Rules notifications elections to the Central and Provincial Legislatures references under the Constitution Act and some		

P.T.O.

1	2	3	4	5	6	7
5.	(Contd.....)			and some other Acts i.e., Abkari Act and Establishment & other Administrative work.		
6.	Assistant Secretary.	Permanent.	One-A	Opinion Work.		
7.	Assistant Solicitor to Government.	Permanent.	One-B	Conveyancing.		
8.	Personal Assistant.	Permanent.	One-A	Litigation and Bills of fees and Law charges of Law Officers.		
			1949-50.			
1.	Secretary.	Permanent.	All Branches.	All the work of the Department other than drafting and scrutiny of principal and subordinate Legislation.		
2.	Additional Secretary.	Temporary.	(1) B branch	Principal and Subordinate Legislation (Draftsman).		This post has been continued by Government for one further year. The post of the Assistant Legal Remembrancer has already been declared by Government to be equivalent to the post of Deputy Secretary and steps for changing its designation into that of Deputy Secretary are being taken in consultation with the Public Service Commission. When this is done the Assistant Legal Remembrancer's post will
3.	(Assistant Legal (Remembrancer (Deputy Secretary ((Civil).	Temporary.	(1) A branch	All opinion work in civil matters.		

1	2	3	4	5	6	7
3.	(Contd.....)					place will be taken by the Deputy Secretary (Civil).
4.	Deputy Secretary. (Criminal).	Temporary.	(2) A & C branches	All criminal matters. Appointments etc. of Law Officers and references in that respect.		
5.	Deputy Secretary.	Temporary.	Legislation Branch.	....		The work of this post is being attended to by the Assistant Secretary (Mr.Chaudhari) and steps are being taken in consultation with the Public Service Commissioner for regularising the position
6.	Solicitor to Government.	Permanent.	(1) R. branch.	Conveyancing, charity matters, Small Causes Court suits, References under Stamp Act and Sales Tax, Grant in aid and endowment cases.		
7.	(Additional Solicitor (to Government. (Assistant Secretary (Litigation.	Temporary.	....	.....		This work is being attended to by the Assistant Secretary (Mr.Mehta). As I am reverting to the Judiciary and a Judge who will take his place will be notified as Additional Solicitor to Government and the post of Assistant Secretary in charge of litigation will cease.

1	2	3	4	5	6	7
8.	Assistant Secretary.	Permanent.	(1) B.Branch	Drafting and scrutiny of Bills and Rules and elections to the Central and State Legislatures and, Legislative work summoning & prorogation of Houses-Publication of Bills and Acts, etc., Constitutional opinions.		
9.	Assistant Secretary.	Permanent.	(1) A.Branch	Opinion matters in Civil Cases.		
10.	Assistant Secretary.	Temporary.	(6) A, B, C, D, E and G.Branches	Establishment, tapal and all other administrative matters.		
11.	(Personal Assistant to (Assistant Secretary.	Temporary.	(1) B.Branch	Notifications and drafting of some Bills and re-printing work.		Upon the post of the Assistant Secretary being filled the Personal Assistant's post will be discontinued.
12.	Assistant Solicitor to Government.	Permanent.	(1) B.Branch			These posts could not be filled as the Public Service Commission could not get requisite candidates upon the terms advertised The terms have now been revised and the posts are being readvertised and will be filled. It is absolutely necessary to fill these posts immediately especially in view of the fact that the work of Charities under the Bombay Public Trusts Bill, 1949 will be transferred
13.	Assistant Solicitor to Government.	Temporary.	(1) B.Branch			

1	2	3	4	5	6	7
18.	(Contd.....)					will be transferred to the Legal Department.
1/.	Assistant Director of Civil Supplies (Legal).	Temporary.	(1) G.Branch.	Legal matters concerning Rationing; Textile Control and other orders/control administered by the C.S.D.		

STATEMENT II

Name of the Secretariat Department :- Legal Department. Year :- 1938-39 @ (or the year in which the department was created whichever is latter). 1949-50.

Serial No.	Name of the branch and its strength. Permanent	Temporary.	Subjects dealt with in the branch.	Total No. of receipts in the branch during the year.	Average No. of receipts per week(No. in col.4 divided by 52).	Average No. of receipts per week dealt with by each acting number (including Superintendent) No.in col.5 divided by the No. of acting members).	Remarks.
1	2		3	4	5	6	7
1938-39.	A branch 6.		Opinion cases relating to :- (1) Land Tenures. (2) Local Government matters. (3) Education and Industries matters. (4) Land Acquisition and Requisition matters. (5) Industrial Disputes, Trade Unions, Factories and (6) All other cases relating to Civil Law. Criminal Side cases relating to :- (1) Appeals against Acquisittals. (2) Criminal Revision Applications. (3) References under (a) Extradition Act, 1933 & Indian (Emergency Powers) Act, 1931.	3867	74.36	14.87	

1	2	3	4	5	6	7
		(c) Public Security Measures Act, 1947. (d) Indian Penal Code. (4) Departmental inquiries 1938-39. (5) Sanction orders and (6) All other cases relating to criminal law. Litigation Cases. (1) All Government litigation (including charity litigation entrusted to Legal Department by the Advocate General, Bombay) in the High Court, City Civil Court, Small Cause Court and Mofussil Courts and before Special Tribunal, Industrial Tribunal, Sales Tax Tribunal etc. and matters connected therewith. (2) Notices of suits.				
1949-50 12	A Branch(members (including two from G Branch)	-Do-	1949-50	9856	189.5	21.55

@ Strike out the figures which are not applicable.
* The date with effect from which the temporary posts were initially sanctioned, the date of expiry of the present sanction and the purpose for which the posts were sanctioned should be stated in the remarks column.

Statement II.

Name of the Secretariat Department :- Legal Department Years- 1938-39 @ 1949-50.

Serial No.	Name of the branch and its strength. Permanent	Temporary.	Subject dealt with in the branch.	Total No. of receipts in the branch during the year.	Average No. of receipts per week (No. in col.4 divided by 52).	Average No. of receipts per week dealt with by each noting member (including Superintendent (No. in col. 5 divided by the no. of noting members).	Remarks.
1	2		3	4	5	6	7
1938-39.	1 branch 7 members out of which 5 were noting members.		As shown in Appendix 'A'	755+611 £ =1566	30	6	In a year, the state Legislatures are in session for about 3 months for Legislation work. During this period the Assistant Secretary or P.A., one Supdt., one Asstt. and one clerk are required to be present in the Assembly or Council Hall. Considerable time is spent in checking Bills at every stage. So also checking of reprints and refills of the Bombay Code occupy considerable time of the (members for which no separate receipts have been shown).
1949-50.	15 members out of which 11 are noting members.		-Do-	& 4256 +80 =4336	73		

@ Strike out the figures which are not applicable.
* The date with effect from which the temporary posts were initially sanctioned, the date of expiry of the present sanction and the purpose for which the posts were sanctioned should be stated in the remarks column.
£ This figure represents questions and resolutions which were of a routine nature.
& This figure does not include any questions and resolutions.

SEC/5.8.

Appendix A.

Subjects dealt with in B Branch.

1. Drafting and other technical matters relating to principal legislation.
2. Scrutiny of statutory notifications and orders.
3. Scrutiny of all other subordinate legislation i.e. Rules, Regulations, bye-laws etc.
4. Opinion cases involving questions of Constitutional law.
5. Elections to the Legislature of the State and the Parliament.
6. Removal of the disqualifications for membership of the Legislature of the State.
7. Rules of the procedure of the Legislature of the State.
8. Matters connected with the Legislature of the State, and the Parliament.
9. Salaries and Allowances of members of the Legislature of the state, of the Speaker and the Deputy Speaker of the Legislative Assembly and of the Chairman and Deputy Chairman of the Legislative Council. Powers, privileges and immunities of the Legislature of the State and of the members and the Committees thereof; enforcement of attendance of persons for giving evidence or producing documents before committees of the Legislature of the State.
10. Reprinting of Bombay Code, Reprints and Local Rules and Orders.
11. Questions relating to publications, sale and supply of Laws.

STATEMENT II.

Name of the Secretariat Department: Legal Department. Years 1938-39 1949-50. @ (or the year in which the Department was created, whichever is later).

Serial No.	Name of the branch and its strength. Permanent	Temporary.	Subject dealt with in the branch.	Total No. of receipts in the branch during the year.	Average No. of receipts per week (No. in Co.4 divided by exc. 52).	Average No. of receipts per week dealt with by each noting member (including Superintendent) No. in Col. 5 divided by the members).	Remarks.
1	2		3	4	5	6	7
	O Branch. 1938-39.		(1) Appointment and leave etc. of L.D. estt. proper and Law Officers in the Bombay City and Mofussil.	1938-39 3307	63	13	
	Permanent 6 1949-50	Temporary.		1949-50 6425	123	20	
	Permanent 6	Temporary 1 Jr. Asstt. From 'D'	(2) Budget establishment and appropriation of L.D. Proper & Law Officers. (3) Scrutiny of Bills of fees etc. Law Officers in the State. (4) References from Law Officers. (5) Preparations of Bills and disbursement thereof L.D. Paper. (6) Maintenance of office accounts and service books.				

1	2	3	4	5	6	7
		(7) References concerning Administration and Budget.				
		(8) Reconciliation of expenditure of Legal Department Proper and Law Officers.				
		(9) Matters connected with stationery forms, furniture and telephones.				

STATEMENT II.

Name of the Secretariat Department :- Legal Department. Year :- 1938-39 or the year in which 1949-50, department was created, whichever is later.

Serial No.	Name of the branch and its strength Perma-nent.	Temporary.	Subject dealt with in the branch.	Total No. of receipts in the branch during the year. (1).1938-39 (2).1949-50	Average No. of receipts per week (No. in col. 4 divided by 52.)	Average no. of receipts per week dealt with by each acting member (including Superintendent) (No. in col.5 divided by the no. of acting members.	REMARKS.
1	2		3	4	5	6	7
	D Branch /4	Binding & Destruction Sub-branch 4	1. Supply of Govt. Publi-cations to officers.	(1) 734 (2) 905	(1) 14 (2) 17	(1) 7 (2) 8	The files and record of this Department are not maintained under the Maxwell system but they are preser-ved under its own system. The Registry Branches in other Departments have no independent subjects to deal with, while in this Department this Branch, deals with certain cases in addition, which fall under the subjects mentioned at items 1 to 7 and 10 in col. 3 of this statement. This Branch is therefore not only carrying on the functions of the Registries in other Departments which are, so to say, doing only the mechanical work, but has also to do the work of acting on the cases.
		* Retyping Sub-branch. 5	2. Purchase of books				
			3. Official documents				
			4. Registered librarins.				
			5. Tours and movements.				
			6. Corrections to:- Codes, Acts, Manuals and other publications.				
			7. Coding and decoding of telegrams.				
			8. Receipts Issues Indexing and filing of confidential cases.				
			9. Compilation, Classification, Entry and binding of files and Law Books.				
			10. Destruction and binding of old records.				
			11. Receipts.				
			12. Despatch.				
			13. Indexing and listing of ordinary files.				

/4 This staff has been attending to destruction, compilation and preservation of old records of the Legal Department, R.L.A's Office and Solicitor to Government, since these posts were first created from 1st Aug.47. The present extended period of these posts will expire on 31st July 1950.

* This staff was sanctioned for retyping the correspondence on good quality paper as that correspondence was typed on bandi or rough quality paper during the war period. These posts were first created from 1st Dec.47, and continues upto 31/5/49.

Statement II.

Name of the Secretariat Department

Year :- 1938-39 / 1949-50 (Or the year in which the department was created, whichever is later).

Serial No.	Name of the branch and its strength. Permanent	Temporary.	Subjects dealt with in the branch.	Total No. of receipts in the branch during the year.	Average No. of receipts per week (No. in col. 4 divided by 52).	Average No. receipts per week dealt with by each noting member (including Superintendent) (No. in col.5 divided by the No. of noting members).	Remarks.
1	2		3	4	5	6	7
1938-39	4	nil.	See slip A. Next page.	letters 338 u.o.r. 215	-		From 1st November 1938 to 31st March 1939.
1949-50	4	1		letters 2,005 u.o.r. 1,050	38 20	19 20	(The branch was opened in November 1938).

@ Strike out the figures which are not applicable.

* The date with effect from which the temporary posts were initially sanctioned, the date of expiry of the present sanction and the purpose for which the posts were sanctioned be stated in the remarks column.

Slip B.

(1) Government Litigation in Small Causes Court and References in connection therewith.

(2) Charity Suits in High Court and other charity matters.

(3) All conveyancing work in the City of Bombay and References in connection therewith.

(4) All Conveyancing work in the Mofussil and References in connection therewith.

(5) Grant-in-aid cases and references in connection therewith.

(6) References under the Charitable Endowment act.

(7) Cases relating to the examination of title of Government servants for house building advances.

(8) Cases under the Bombay Sales Tax Act 1946 before the Sales Tax Tribunal and references in connection therewith.

(9) References to the High Court under the Bombay Sales Tax Act from the Judgment of the Tribunal.

(10) Preparation of bills of costs of the Solicitor on the Original Side Scale in the Charity Suits and other charity matters.

SNT/9.8.

Statement II.

Name of the Secretariat Department:- Year :- 1938-39 1949-50 (or the year in which the Department was created, whichever is later).

Serial No.	Name of the branch and its strength		Subjects dealt with in the branch.	Total No. of receipts in the branch during the year.	Average No. of receipts per week (No. in col. 4 divided by 52).	Average No. of receipts per week dealt with by each noting member (including Superintendent) (No. in col 5 divided by the No. of noting members).	Remarks.
	Permanent	Temporary.					
1	2		3	4	5	6	7
	G Branch		Opinion cases and scrutiny of draft notifications, orders, regulations etc. from the Civil Supplies Department and its allied offices such as Controller of Rationing's Office, P.T.C.'s office, M.C's office, P.O.'s Office, D.C.S. (Hoogly). Some references relating to control matters from A. & F.D. and Labour Department are also dealt with in this Branch. Cases regarding filing of appeals against acquittal and Revision applications in the High Court.	1st September 1947 to 31st March 1948 30 weeks 930	31	10	This Branch came into existence in September 1947. Receipts for the year 1947/48 from 1st September 1947 to 31st March 1948 and for the year 1949-50 from 1st April 1949 to 31st March 1950 have therefore been shown.
1947-48		Temporary 7					
1949-50		7 (including two working in A Branch)		1st April 1949 to 31st March 1950 (X) 1000	20	10	

(X) c.f. 999's shown

P.T.O.

(Continued.)

1	2	3	4	5	6	7
		The opinion cases include cases received from the Deputy Commissioner of Police, Crime Branch II regarding prosecution matters.				
		Miscellaneous references, direct references, references from Police Prosecutors in the district etc.				

STATEMENT XII.

Name of the Secretariat Department:- Legal Department.

Registry.

Year :- 1938-39 (or the year in which the department was created, whichever is later). 1949-1950.

Designation	No. of permanent posts.	Statistics of receipts and issue.	Remarks.
1	2	3	4
Superintendent.	1.	(A) No of receipts. (a) Official receipts. in 1938-39: 7912; 1949-50: 18492	The files and record of this Department are, not maintained under the Maxwell System but they are preserved under its own system. The Registry Branches in other Departments have no independent subjects to deal with, while in this Department this Branch, deals with certain cases in addition, which fall under the subjects mentioned at items 1 to 7 & 10 in the statement XI of D Branch. This Branch is therefore not only carrying on the functions of the Registries in other Departments which are, so to say, doing only the mechanical work, but has also to do the work of noting on the cases.
LOWER DIVISION.			
Record Keeper.	1.		
Receipt Clerk.	1.		
Filing Clerk.	1.	(b) Unofficial receipts. in 1938-39: 2109; 1949-50: 7086	
Movement Clerk.	1.		
Examiners.	2.		
Despatcher.	1.		
Genl. Clerk.	1.	(B) No. of issues. (a) Official issues. in 1938-39: 8077; 1949-50: 13314	
Librarian (Clerk)	1.		
Correction Clerks.	2.		
Total.	12.	(b) Unofficial issues in 1938-39: 2412; 1949-50: 5085.	
TYPING SECTION.		(Please see the next page).	
		Temporary posts.	
Senior Assistant.	1		This staff has been attending destruction, compilation and preservation of old records of the Legal Dept., R.L.A's Office and Solicitor to Government, since these posts were first created from 1st Aug.1947. The present extended period of these posts will expire on 31st July 1950.
Junior Assistant.	1		
I LOWER DIVISION.			
Clerk.	1		
Clerk Typist.	1		
	4		
TYPING SECTION.		(Please see the next page).	
Senior Assistant.	1		This staff was sanctioned for retyping the correspondence on good quality papers as that correspondence was typed on badami or rough papers during the periods. These posts were first created from 1st December 1947 and continued upto 31st May 1949.
II LOWER DIVISION.			
Clerks.	2		
Typists.	2		
	5		

STATEMENT III (Typing Section).

Name of the Secretariat Department:- Legal Department.

Ministry. [illegible] in which the Department was created, if later). 1949-1950.

Designation.	No. of permanent posts.	[illegible]	Remarks.
1	2	3	4
TYPING SECTION.			
Head Typists.	1		The Stationery clerk, the cashier and the typists are attached to [illegible] Branch. The [illegible] work [illegible] C Branch [illegible] have been shown in the statement of that Branch.
Stenographers.	2		
Stenotypists.	2		
Typists.	6		The Typists likely [illegible] not attached to a Branch but [illegible] an independent [illegible] Typists under [illegible] supervision of Assistant Secretary (Adm.).
Total.	11		

[illegible] 7 posts.

TYPING SECTION.		The typing section [illegible] been established [illegible] organisation and are likely to be made permanent in due course.
Stenographer.	1	
Stenotypists.	2	
Typists.	2	
	5	

SHT/5.8.

STATEMENT IV.
Legal Department.

Serial No.	Category of staff (Gazetted as well as non-gazetted).	Existing pay-scale.	No. of permanent posts in existence on		No. of temporary posts in existence on		Remarks.
			31-3-1939 or the date of creation of the Department, whichever is later.	31-3-1950.	31-3-1939 or the date of creation of the Department, whichever is later.	31-3-1950.	
1	2	3	4	5	6	7	8
1.	Secretary.	Rs. 3,000/-	1	1	-	-	
2.	Additional Secretary.	Rs. 2325/- plus Rs. 675/-(pension)	-	-	-	1	
3.	Deputy Secretary.	Grade pay plus Rs.200/- special pay.	1	-	-	2	
4.	Assistant Remembrancer of Legal Affairs (see remarks against Serial No.3 in Statement No. I for year 1949-50).	-do-	-	-	1	1	
5.	Solicitor to Government.	600-20-900	1	1	-	-	
6.	Additional Solicitor to Government (see remarks against serial No.(7) in Statement No.I for year 1949-50).	Grade pay plus Rs.200/- special pay.	-	-	-	1	
7.	Assistant Secretary.	650-50-950	2	2	-	2	
8.	Personal Assistant to Remembrancer of Legal Affairs.	Grade pay plus Rs.75/- Special pay.	1	1	-	-	
9.	Assistant Solicitor to Government,	300-20-600.	1	1	-	1	

STATEMENT IV.

Legal Department.

Serial No.	Category of staff (Gazetted as well as non-gazetted).	Existing pay-scale.	No. of permanent posts in existence on 31-3-1939 or the date of creation of the Department, whichever is later.	No. of permanent posts in existence on 31-3-1950	No. of temporary posts in existence on 31-3-1939 or the date of creation of the Department, whichever is later.	No. of temporary posts in existence on 31-3-1950	Remarks.
1	2	3	4	5	6	7	8
10.	Assistant Director of Civil Supplies (Legal).	325-25-400	-	-	-	1	
11.	Senior Superintendent.	175-25-400	2	3	-	1	
12.	Junior Superintendent.	200-20-400.	2	2	-	5	
13.	Senior Assistant.	150-10-300.	2	2	-	10	
14.	Junior Assistant.	120-10-250.	7	7	-	6	
15.	Record Keeper.	Rs.225/-	1	1	-	-	
16.	Clerks.	75-5-140-8-220.	20	16	-	24	
17.	Head Typist.	75-5-140-8-220 Rs.30 H.T.Allowance.		1	-		
18.	Typists.	75-5-140-8-220.	-	6	-	6	
19.	Stenographers.	150-10-400.	-	2	-	1	
	Steno-typists.	75-5-140-8-220 Rs.30/- S.A.	-	2	-	2	
	Havaldar.	50-2-60.	1	1	-	-	
	Naiks.	40-1-50.	1	1	-	1	
	Peons.	35-1/2-40.	11	15	-	11	

Very Urgent.

Retrenchment;

Submission of reports in respect of posts retrenched.

GOVERNMENT OF BOMBAY.

FINANCE DEPARTMENT.

Circular No.7983/33.

Bombay Castle, 29th May 1950.

CIRCULAR OF GOVERNMENT.

Apart from the reductions of 5 per cent. in establishments ordered in Government Resolution, Finance Department, No.7983/33, dated 5th May 1950, various orders have been issued by the Administrative Departments of the Secretariat for the abolition of individual posts or classes of posts, e.g., Aval Karkuns in Revenue Department and various posts in the Retrenching department. Heads of Departments have also effected saving in pay and dearness allowance during the current year by surrending surplus posts or by keeping such posts vacant. In order to estimate the total saving effected during the current year by these measures, all Heads of Departments (excluding officers of the High Court, Bombay) are requested to forward to the Officer on Special Duty (Retrenchment), by the 15th of June 1950, a statement in the accompanying form in duplicate shewing details of the posts (permanent as well as temporary) under their administrative control, which have been abolished, surrendered or kept vacant during the period efrom 1st March 1950 to 31st May 1950. The following instructions should be observed in preparing the statements-

(1) A separate statement should be forwarded in respect of each major head of account.

(2) Posts for which no budget provision has been made in the current year's budget estimates (i.e. estimates as they stand before the application of the 6¼ per cent. cut), e.g., posts sanctioned towards the end of the year 1949-50 and proposed to be surrendered, should be shewn separately in the statement.

(3) Similarly posts which have been kept or are proposed to be kept vacant only during the current year and which will be filled later also be separately shewn in that statement.

(4) The saving realised by downgrading of posts, i.e., by conversion of a post on a higher scale into one on a lower scale, should be shewn in the statement with relevant details.

(5) In preparing the statements, care should be taken to see that the same post is not shewn more than once.

2. Heads of Departments are also requested to forward similar statements by the 15th of each month, beginning with the 15th of July 1950, in respect of posts retrenched or kept vacant during the preceding month.

By order of the Governor of Bombay,

K.P. MATHRANI,
Officer on Special Duty (Retrenchment

Legal Department.

R.I.No. 9611 dt. 6-6-50.

Submitted with pps.

2. The F.D.Circular at page 71 ante requests all the heads of Departments to forward to the Officer on Special Duty (Retrenchment) by the 15th June 1950, a statement showing details of the posts (permanent as well as temporary) under their administrative control, which have been abolished, surrendered or kept vacant, apart from the reduction of 5 per cent, during the period from 1st March to 31st March 1950. Similar statements are to be forwarded by the 15th of each month beginning with the 15th July 1950, in respect of posts retrenched or kept vacant during the preceding month. In preparing the statement the following instructions are to be observed viz

(1) A separate statement is to be forwarded in respect of each major head of account.

(2) Posts sanctioned towards the end of the year 1949-50 and proposed to be surrendered are to be shown separately in the statement.

(3) Posts which have been kept or are proposed to be kept vacant only during the current year and which will be filled later are also to be separately shown in the statement.

(4) The saving realised by down-grading of posts are to be shown in the statement with relevant details.

(5) The same post is not to be shown more than once in the statement.

3. There are no Heads of Departments under the control of this Department. There are only two heads of offices viz.

(1) the Govt. Pleader, High Court, Bombay, and

(2) the Public Prosecutor for Bombay,

for whom the Secretary L.D. is the Head of Department.

4. Attention is invited to this Department Memo No. 7013, dt. 24-5-50, and No. 7605, dt. 5-6-50. From these memo. it can be seen that this Department is not in a position even to carry out 5 per cent reduction in establishment in offices under its control or in the Department proper hence this Department is not in a position to issue orders to abolish, any order or keep vacant a single post apart from the reduction of 5 percent in establishment. The statement called for, in the above memo is blank.

5. Under the circumstances, if approved, the on Sp. Duty (Retrenchment) may be informed that officer L.D is not an Administrative Deptt. that the Govt. Pleader, High Court, Bombay, and the Public Prosecutor for Bombay, apart from the reduction of [illegible] establishment no orders under memo issued by this Department for the abolition of individual posts or classes of posts nor this Department is in a position to effect saving in pay and Dearness allowance during the current year by surrendering surplus posts or by keeping such posts vacant will make the statement called for in blank. In the circumstances [illegible] this Department memo No.7018, dt. 24-5-50 and No. 7605, dt. 5-6-50, in respect of the reduction of 5 per cent in establishment.

SUBMR. s/- [illegible]. Officer on Spl. Duty (Retrenchment) may
14/6 be informed as in para 5 above.

S.S.

J.D.
14/6/ A.S. I agree, Draft reply is accordingly put up for approval and signature.

s/- M.V.Bhangale.
Secy. P.M.L.D.
15/6

No. 6163

. Legal Department.

Bombay Castle (Bombay No.1), 15th June 1950.

Subject :- Retrenchment:
Submission of reports in respect of posts retrenched.

MEMORANDUM.

The undersigned presents compliments to the Officer on Special Duty (Retrenchment) and with reference to Government Circular, Finance Department, No. 7983/33, dated the 29th May 1950, on the above subject, is directed to state that all the Law Officers are under the administrative control of this Department, out of whom the Government Pleader, High Court, Bombay and the Public Prosecutor for Bombay are the Heads of Officers. There are no Heads of Departments as such.

2. As regards the reduction of 5 per cent in establishment of the Government Pleader, High Court, Bombay & the Public Prosecutor for Bombay and the Legal Department proper attention is invited to this Department memo No. 7018, dated the 24th May 1950 and memo No. 7605, dated the 5th June 1950, respectively No other order has been issued by this Department for the abolition of individual posts or classes of posts. This Department is also not in a position to effect saving in pay and dearness allowances during the current year make by surrendering surplus posts or by keeping such posts vacant. The statement called for is therefore blank.

By order of the Governor of Bombay,

Sd/- P.M.Lad

Secretary to Government.

To

The Officer on Special Duty (Retrenchment)
Finance Department.

SHT/6.8.

Legal Deptt.

1. In the budget for the year 1950-51 the following provision has been made for this Department :-

Pay of Officers	1,76,000
Pay of Estt.	2,04,300
Deatness and etc.	78,700
Total.	4,59,000

2. As a result of applying a cut of 6¼ p.c. according to the rate of Rs.28,688 will be necessary. The only way in which this Department can afford to show a saving would be by surrendering two three posts of the Legal Assistants sanctioned by Government and by discontinuing the destruction work with effect from 1st August 1950. This will lead to a saving of about Rs.13,000. An addl. saving of about Rs.3400 can be effected as a result of non filling of certain posts for a period of 9 months. A further saving of about Rs.500/- will be available as a result of a temporary reduction in pay of Addl. Secy. The emergency reduction in pay of the Secy. has already been taken into account in the budget. Thus there will be total saving of about Rs.12,400.

3. The 6¼ p.c. reduction in each of the following [illegible] is not feasible except in the case of posts indicated at serial Nos. (10), (11), (12) and (20) :-

Officers.

(1) 1 Secretary

(2) 1 Additional Secretary

(3) 6 Deputy Secretaries

(4) 2 Solicitors

(5) 4 Assistant Secretaries

(6) 2 Assistant Solicitors and

(7) 3 A.C./I.T.(L)
L

establishment.

(8) 4 Senior Superintendents

(9) 6 Junior

(10) 10 Senior Assistants (including one in Destruction Branch).

(11) 13 Junior Assistants (including one in Destruction Branch and 3 posts of Legal Assistants).

(12) 27 Clerks (in Legal & Destruction Branch).

(13) 3 Stenographers

(14) 12 Daftaries

(15) 20 Peons. (including one in Destruction Branch).

4. Thus the posts of 3 legal Assts. will not be filled in and with effect from 1-6-57 the Destruction Branch consisting of 1 Senior Assistant, 1 Junior Assistant, 2 clerks and 1 peon will be abolished. Thus as against the required saving of Rs. one lakh fifty thousand, there will be a saving of Rs.1,1,400/- as shown in para. 2 above. No further effort is possible.

5. As regards the posts of Heads of Offices under the control of the Appellate Tribunal referred to this Deptt. Memo. No.7[illegible] dated [illegible], position has been explained.

[illegible]

Sec. [illegible]

SM/6.8.

Very Urgent.
D.O.No.7983/33-R-1.

Finance Department,
Secretariat,
Bombay, 2nd June 1950.

My dear Lad.

Would you please refer to Government Resolution, Finance Department No. 7983/33, dated 5th May 1950, regarding the 5 per cent reduction in establishments ? I should be obliged if you will intimate to me the action taken by you in pursuance of the orders contained in that Resolution so far as your Department (i.e., the Secretariat Department) is concerned. In particular, the names of the branches abolished, the posts retrenched from each branch, and the redistribution of subjects, if any, effected after the retrenchment, may kindly be furnished. I would appreciate a reply by the 6th June 1950.

Yours sincerely,

Sd/-

(K. P. MATHRANI)

Shri P.M.Lad, I.C.S.,
Secretary to Government,
Legal Department,
Secretariat, Bombay.

SHT/6.8.

No. 7605
Legal Department,
Bombay Castle (Bombay No.1), 5th June 1950.

Subject:- Retrenchment;
Reduction of 5 per cent in establishments.

Memorandum.

The undersigned presents compliments to the Officer on Special Duty (Retrenchment) and with reference to the Government Resolution, Finance Department, No. 7985/33, dated the 5th May 1950, on the above subject, in each of the following cadres or classes of posts so far as the Legal Department proper is concerned is not feasible except in the case of posts indicated at serial Nos. 10,11 12 and 15 below :-

Officers

(1) 1 Secretary

(2) 1 Additional Secretary

(3) 3 Deputy Secretaries

(4) 2 Solicitors

(5) 4 Assistant Secretaries

(6) 2 Assistant Solicitors, and

(7) 1 Assistant Director of Civil Supplies (Legal).

Establishment.

(8) 4 Senior Superintendents

(9) 6 Junior Superintendents

(10) 10 Senior Assistants

(11) 13 Junior Assistants

(12) 27 Clerks

(13) 3 Stenographers

(14) 15 Typists and Steno-typists

(15) 20 peons.

The only way in which this Department can afford to show a saving would be by surrendering three posts of Legal Assistants sanctioned by Government and by discontinuing the Destruction Branch consisting of

1 Senior Assistant , 1 Junior Assistant, 2 Clerks and 1 Peon with effect from 1st August 1950. This will lead to a saving of about Rs, 13,000/-. An additional saving of s. 1400/- can be effected as a result of month certain [illegible] account for a period of three months. A further saving of about Rs. 3000/- will be available on account of [illegible] the pay of [illegible] salary which [illegible] in the budget. Thus as against the required saving of 5 percent amounting to s. 22,950/- , there will be a saving of [illegible], 17, 00/- as indicated above. No further reduction is possible.

2. As regards cut of 5 [illegible] the heads of office under the control of the Department, attention is invited to [illegible] memorandum No. 7013, dated the 24th [illegible] 1950, wherein the position has been explained.

By order of the Governor of Bombay.

[illegible]

Secretary to Government.

To

The Collector [illegible] (Revenue Department), [illegible].

Submitted for signature.

Sd/- D.V.D. 11.

S.S. J.D. 5/8.

[illegible] 8/.

Secy. (for [illegible]).

SNI/6.8.

Retrenchment:
Reduction of 5 per cent.
in Establishments.

GOVERNMENT OF BOMBAY.
Finance Department.
Resolution No.7983/33,
Bombay Castle, 23rd June 1950.

RESOLUTION OF GOVERNMENT.

The following should be added below sub-paragraph (iv) of paragraph 2 of the Government Resolution No.7983/33, dated the 5th May 1950.

"(v) Class III and Class IV Government servants belonging to the Backward Classes should not be discharged if their number does not exceed five per cent of the number of posts in the cadre, in the case of clerical cadres, and ten per cent of the number of posts in the cadre, in the case of other cadres. Where the number of Backward class Government servants exceeds the percentages mentio above, those of them holding posts in excess of the centages may be discharged in accordance with the principle laid down in this Resolution."

By order of the Governor of Bombay,

Sd/- K.P. MATHRANI.
Officer on Special Duty (Retrenchment).

SMT/6.6.

IMMEDIATE.

Retrenchment.
Reduction of 5 per cent
in establishments.

Government of Bombay.
Finance Department.
Circular No. 7983/33.
Bombay Castle, 28th June 1950.

The attention of all Heads of Departments and Heads of Offices is invited to Government Resolution, No.7983/33, dated 23rd June 1950, prescribing the procedure to be followed in the selection of personnel for discharge, so far as class III and class IV Government servants belonging to the Backward Classes are concerned. Before receipt of the Resolution mentioned above, notices of discharges may already have been given to some Backward Class Government servants in pursuance of the orders in Government Resolution, No.7983/33, dated 5th May 1950. In the case of such of these Government servants as are entitled to be retained in service under the orders in Government Resolution No.7983/33, dated 23rd June 1950, the notices of discharge should be withdrawn, and an equal number of other persons should be given one calender month's notice of discharge, before 1st July 1950 if possible, otherwise before 1st August 1950. (Persons who are given notice before 1st August 1950 will be discharged on 1st September 1950).

By order of the Governor of Bombay,

Sd/-

Officer on Special Duty (Retrenchment).

SRT/6.8.

Local Department.

2-7-50

[illegible]

a, and a.D.circular at page 1a ante lays down that [illegible] should not be [illegible] if their number [illegible] 5% in the cadre of posts in the cadre, i [illegible] of [illegible] in the case of other cadres. If this percentage exceeds in the case of [illegible] with the principle laid down in [illegible] No. 7213/D, dt. 2-5-50.

[illegible] has been discharged or given notices of discharge [illegible] as a result of the [illegible] necessary [illegible]

[illegible] No portion is necessary as [illegible] is [illegible].

S.O. S.I.

6/7

A.A.G. What is the strength of Govt. servants holding to Backward Class. in this Light.

S.P. [illegible]

6/7.

Secretariat.

Submitted [illegible] to the A.A.G's query overleaf.

There is only one person belonging to Backward class [illegible] (Civil Judge).

Sd/- S.I.L.

11/7

S.O. S.I.

11/7.

A.A.G. Sd/- S.P.Nanjappa.

14/7.

Secy. (for information) P.H.L.C.

11/7.

HMZ/6.8.

Retrenchment:
Reduction of 5 per cent in establishments —

GOVERNMENT OF BOMBAY.

FINANCE DEPARTMENT.

Resolution No. 7983/33.
Bombay Castle, 4th October 1950.

RESOLUTION OF GOVERNMENT.

In paragraph 2 of the Government Resolution No. 7983/33, dated 5th May 1950, the following should be added below sub-paragraph (v) inserted by Government Resolution No.7983/33, dated 23rd June 1950:-

"(vi) In the case of persons affected by prohibition who are absorbed in Government service in accordance with the orders issued in Government Circular Memorandum, Political and Services Department, No.3405/34, dated 1st May 1950, half of the service rendered by them in connection with the trade in liquor, teddy, hemp drugs and opium should be taken into account for the purposes of fixing their juniority for discharge."

By order of the Governor of Bombay.

K.P.MATHRANI.
Officer on Special Duty (Retrenchment)

The Accountant General, Bombay (for information)
The Deputy Accountant General, Baroda (for information),
The Examiner, Local Fund Accounts, etc.

SRT/6.8.

Contigencies travelling allowance and pay Reduction in expenditure on —

GOVERNMENT OF BOMBAY.

FINANCE DEPARTMENT.

Circular No.7963/33-I.

Bombay Castle, 27th March 1950.

CIRCULAR OF GOVERNMENT.

Government has decided that the grants for contigent expenditure and travelling allowance (ordinary) entered in the draft budget estimates on the usual basis should be reduced by 12½ per cent. and that the grants for establishment charges (pay of officers and establishment and dearness allowance) as also grants-in-aid towards establishment charges should be reduced by 6¼ per cent.

2. The lump cuts under contigencies, travelling allowance (ordinary) and establishment charges, have been shown in the summary at the heading beginning of the major heads of expenditure concerned and have not been carried out under the detailed heads. The Administrative Departments of the Secretariat are therefore requested to carry out the 12½ per cent. cut in contigent expenditure and travelling allowance (ordinary) and the 6¼ per cent. cut in pay of officers and establishment and dearness allowance under the primary units concerned, as also the 6¼ per cent. cut in grants-in-aid towards establishment charges, before communicating the grants to the controlling authorities after the budget is finally passed by the Legislative Assembly.

By order of the Governor of Bombay.

B. VENKATAPPIAH,
Secretary to Government.

SMT/6.8.

Legal Department.
R.I. No. 5618 dt. 1-4-50.

Submitted.

2. Govt. has decided that the grants for contingent expenditure and travelling allowance (ordinary) entered in the draft budget estimates on the usual basis should ve reduced by 12½ per cent and that the grants for establishment and dearness allowance) as also grants-in-aid towards establishment charges should ve reduced by 6¼ pare cent. The sump cuts have been shown in the summary at the beginning of the major heads of expenditure concerned and have not been carried out under the detailed heads. The Administrative Departments of the Secretariat are required to carry out these cuts under the primary units concerned before communicating the grants to the controlling authorities after the budget is finally passed by the Legislative Assembly.

3. Now the budget thus reduced has been finally passed by the Legislative Assembly. Before communicating the grants to the offices under L.D. which is being done separately, it is necessaryy to review out grants in this light. The position will be as follows :-

Major Minor, sub-heads & primary units.	Budget provision on usual basis	Reduction required to be made.	Net provision available for expenditure.
25. Gen.			
K. 7-Legal Department.			
K.7(1)-Pay of Officers.	1,76,000	11,000	1,65,000
K.7(2)-Pay of Estt.	2,04,300	12,769	1,91,531
K.7(3)-Allowances & Hon.	96,300	6,307	89,993
T.A. (fixed)	400	...	400
T.A. (Ordinary)	5,000	625	4,375
H.R. & Other allowances.	32,2000	2,013	30,187
D.A.	58,700	3,669	55,031.

Major, Minor sub-heads & primary units.	Budget provision on usual basis.	Reduction required to be made.	Net provision available for expenditure.
K.7(4)-Contigencies	7,500	938	6,562
Contract	1,500	188	1,312
Non-contract	6,000	750	5,250
27-Adm. of Justice			
B- Law Officers.			
B.1-Presidency Law Officers.			
B.1-Pay of officers	ch.19,200	...	19,200
	21,000	1,313	19,687
B.1(3)Allowances & Honoraria	ch. 6,000	...	6,000
	V.122,000	1,215	1,20,785
Allowances to Adv. Genl.	ch. 6,000	...	6,000
Allowances to P.P. for Bombay	10,800	481	9,619
Fees in Govt. Civ. & Cri.cases	100,000	...	1,00,000
T.A. (fixed).	150	...	150
D.A.	11,750	734	1,016
B.1(4)-Contingencies	76,900	9,615	67,285
Contract			
Adv. Genl.	500	63	437
G.P.H.Ct.	180	23	157
Non-contract			
P.P. for Bom.	200	25	175
G.P.H. Ct.	500	63	437
Other Supplies & Services.			
P.P. for Bom.,	70,000	8,750	61,250
G.P.H. Ct.	3,500	438	3,062
Law Charges.			
G. H.H. Ct.	2,020	253	1,767
B.2 B.2 Mofussil Estt.			
B.2(1)-Pay of Officers	40,000	2,500	37,500

Major Minor sub-heads & primary units.	Budget provision on usual basis	Reduction required to be made.	Net provision available for expenditure.
B.2(3)-Alloc. & Hon.	2,26,100	13	2,26,087
T.A.(Ordinary)	100	13	87
Fees in Govt. Civil & Cr. cases.	2,25,000	...	2,25,000
Legal Asstt. aboriginal and Hill Tribes	1,000	...	1,000
B.2(4)-Contingencies Other Supplies and services.	30,000	3750	26,250

4. As regards '25-G.A., L.D. - It can be seen that the pay of officers, pay of establishment and dearness allowance is subject to 6¼ % cut, and L.D. will have to act according to whatever cut that will be suggested by the Officer on Special Duty (Retrenchment) Travelling allowance and contigent expenditure is subjected to 12½% cut. Our contigent grant is already very maegre and it will be very difficult to carry on with this reduced grant, which consists of items such as purchase of Books, purchase and repairs to furniture, telephone trunk call bills, canvas bags etc. service incurred by the postage stamps and law charges ~~xxxxxxxxxx~~ Solicitor's branch. Last year's grant was Rs.6,500/- as against this an expenditure of Rs.24,300/- was incurred.

5. As regards '27-Adm. of Justice-Law Officers' Pay of officers s subjected to 6¼% cut. It is pointed out that in Mofussil there is only one Law Officer in each District who gets retainer and in the Bombay City Adv. Genl. Govt. Pleader High Court, Public Prosecuter for Bom. and M/s. Little & Co. get fixed pay. Their pay (i.e.

retainer) and fees have not been revised along with the general revision of pay scales. It is, therefore, not possible to cut their retainer further besides it is not also possible to reduced their number and hence it is a problem as to how to carry out this 6¼% cut.

As regards pay of establishment:- In District places establishment for D.G.Ps. is drawn from the respective District Courts and is under the administrative control of the H.D. In the Bombay City proper there is establishment for the G.P. High Court. On account of establishment of City Civil & Sessions Courts and other Constitutional changes and also due to integration of the Indian State areas the work of that office has increased to a great extent and a case for reorganisations of that office is under consideration. Under these circumstances, it is hardly possible to effect a cut of 6¼% in pay of establishment of that office. Similarly the P.P. for Bombay gets a great in aid towards establishment and every now and then approaches for extra staff for simultaneous sittings of second and third City Sessions Court and hence the proposed cut is ineffective. The 12½% cut in contigent expenditure is hard to impose as every year their contigencies are supplemented. The most strange part of it is that the other supplies and services and Law charges (fees to pleaders in murder cases) are included in the contigencies and every year we have to supplement these grants. In effect this 12½% cut is hard to make/

Sd/- S.V.D.
13.4.

S.S.

L.D. is expected to shew the following saving from its grants.

Pay of Officers .....Rs. 1,76,000		
" Estt. .....Rs. 2,04,300		Rs. 28,687/-
Dearness Allowance ..Rs. 78, 700		
Travelling Allowance....Rs. 5,000		
Contigencies ..... Rs. 7,000		Rs. 1,563/-.

The post of D.S., Addl. Solicitor and 2 Asstt. Solicitors have not so far been filled up and thus there will be a saving of about Rs. 3,160/- per month.

The Contigencies sanctioned for this year are as follows :-

Cont. Contigencies Rs. 1500/-

Service postage Rs. 1500/-

Purchase of Books &c Rs. 3500/-

Law charges for Solicitors ..... Rs. 1,000/-

and L.D. is expected to show a saving of Rs. 938/- in the above item.

The following table shows the last year's grants and expenditure under the Contigencies.

	Grant.	Expenditure.
Cont.Contigencies	Rs.1500/-	Rs.13,653 (Purchase of steel cupboard for library)
Service postage.	Rs.1500/-	Rs.3,000/-
Purchase of books.	Rs.2,750/-	Rs.5,500/-
Law charge....	Rs. 750/-	Rs.1,100/-

It will this be seen that it will be very difficult to carry on within the reduced grant as no ~~ank~~ extra expenditure is to be incumbed beyond the grant without the previous sanction of Government.

Under 27 Administration of Justice we make the provision for the pay of the following Law Officers.

The Advocate General, Bombay,

The Solicitors to Government (M/s.Little & Co.)

The Public Prosecuter for Bombay,

The Asstt. Public Prosecuter for Bombay,

The Govt.Pleader, High Court, Bombay.

The cut in the pay of these officers (except the A.G.) is to be effected. These are part time officers and it is not

understood how the 6¼% cost can be effected.

For the Establishment of the G.P., High Court, we have a provision of Rs. 25,500/- and we are expected to show a saving of 6¼% in it. It is however, pointed out that the G.P., High Court is clamouring for additional staff due to the merger of States and the question of reorganisation of his office is under consideration.

For the office establishment of the P.P. for Bombay we have provided Rs.10,100/- and we have to show a saving of Rs. 981/- in his grant but it is pointed out that the P.P. every now and then is coming for additional establishment for the simultaneous sittings of the 2nd and 3rd Sessions Court and we have recently granted his request.

For contingencies we have made a provision of Rs.76,900/- and we are expected to show a saving of Rs. 9615/-. Under this head we have made a provision of Rs. 70,000/- for fees to counsel engaged by the P.P., Solicitors to Government and the Commr.of Police. Experience shows that there is an excess expenditure under this item most every year and we have been going to Legislature for supplementary grant.

Mofussil Establishment.

For the pay of the D.G.Ps. we have made a provision of Rs. 40,000/- and a saving of Rs. 2,500/- has to be made. Though the retainer of the D.G.Ps. has been increased by 10% the same retainer has not been revised along with general revision of pay scales. Unless the 10% of increase given is reduced it will not be possible to effect the cut of Rs. 2500/- under this head.

For the contigencies of the D.G.Ps. we have made a provision of Rs. 30,000/- and a saving of Rs. 3750/- will have to be shown. This item consists of the following.-

Law charges in Civil and Criminal cases
fees to the Pleaders in Murder cases.
Engagement of Special Counsel in the Mofussil.
This is a fluctuating item and it is not
possible at this stage to say whether it
will be possible to show that much saving.

J.D.
13/4

A.S.

The F.D. circular dated 27-3-1950 at pl 1 has placed a target for reduction of expenditure on the several items mentioned therein, For the reasons stated in the above office note, it will not be possible to achieve the proposed targets in respect of the following expenditure:-

(1) L.D. (Proper) :- Unless the L.D. decides not to bring into force the L.D. re-organisation proposals in full, annual saving of Rs. 29448/- at p. 6 ante cannot be effected. It is possible to make a saving of Rs.3,160 per month, in this respect only if the posts referred to at A at p. 7 are not filled in.

As regards contingencies, L.D. is expected to make a saving of Rs. 638 in the total amount of Rs. 7500, as shown at B on page 7 ante. L.D. will therefore have to be very strict in sanctioning expenditure on purchase of books, purchase and repairs of furniture, telephone trunk calls, expenditure on telegrams and registered letter. Expenditure on law charges cannot be reduced.

(2) Presidency Law Officers :- These are part time Government Law Officers and are being paid monthly retainers. As stated at 'C' on p. 8, it is difficult to apply 6¼ p.c. cut in their retainers. It is also pointed that this cut will be in addition to the proposed cut for compulsory savings or contribution to the G.P. Fund, which the P.D. wished L.D. to introduce in their cases.

Pay of establishment :- The question of re-organisation of the office of the G.P.High Court is under consideration and, therefore, the proposed cut of 6¼ p.c. cannot be applied there. Similarly we are paying in the form of allowances, grant in aid towards establishment to the P.P.Bombay. In his case also, it will not be possible to apply the proposed cut of 6¼ p.c., as he has been pestering this department for additional staff to cope up with the work of simultaneous sestings of three Sessions Court.

The question of contingencies in their cases consists of expenditure on contigencies proper other supplies and services, and law charges other supplies and services include fees to counsels engaged by the G.P. etc. in criminal cases. Law charges consists of fees to pleaders in murder cases. As the criminal work in Greater Bombay is on the increase, it will not be possible to effect a cut of 12½ p.c. in the expenditure of above contigencies.

(3) Mofussil Law Officers :-

Pay of officers :- As shown on p.4 we have made a provision of Rs. 40000 for expenditure for them, and we are expected to make a saving of Rs. 2,500 as shown at X therein. Except at

Ahmedabad one Law Officer in each district, is paid a retainer and as we have premised to increase this retainer, the questionnaff 6¼ p.c. does not survive in their cases.

(4) Office is respectfully of the opinion, that with the increase of work on account of merger of Indian States and the Constitutional position of the Bombay State, the case of the L.D. is more for expansion than in retrenchment and if the Secretary is inclined to agree with this view, this aspect should be brought home to the F.D.

Sd/- B.B.Pandit.
15/4/50.

D.S. Pl. put up pps.

re: reorganisation if I mistake not there is a recent G.R. that which have not been filled should not now the filled up which persons of U.Govt.

Sd/-

Sd/-

Submitted.

The papers regarding reorganisation of L.D. are not in office but they are with the Secretary.

2. The G.R. states that vacant posts are newly created posts should not be filled up without the sanction of Heads of Deptts. The Heads of Departments while giving such sanction have to examine whether the posts should be filled in immediately or postpone the filling in by four months without appreciable administrative inconvenience. The G.R. in question is being noted upon and submitted separately today.

Sd/- S.V.D.
17/4.

S.S. J.D.
17/ 4.

A.S. B.D.Pandit.
17/4.

D.S. Regarding ~~mofussil~~ Law Officers, I am afraid if we introduce a cost (which it appears we get to do). We shall propose a few resignations even. In the past we had held out a hope for an increase in these fetainers & remunerations.

Sd/-
18/4.

Secy.

SMT/9.8.

Resubmitted as per orders.

In the budget for this year a provision has been made for this Department for Rs.4,59,000 for the pay of officers, establishment and dearness allowance and we are required to make a saving of 6¼%. This means that we will have to show a saving of Rs. 28,687/-.

Since 1946 an acute need for strengthening the Department were approved by Government in 1948 vide L.D., G.R. No.10892, dated the 18th November 1948. Since then most of the posts have been filled up and the only posts remained to be filled up are of Dy. Secretary (Legislation), Additional Solicitor and 2 Assistant Solicitors. It is absolutely essential that the remaining posts should be filled up as soon as possible and L.D. is taking steps to fill them up. The remaining posts will be filled up partly from office and partly from outsiders. The appointments to be filled up from office will be filled up retrospectively.

However as posts to be filled up by outsiders have not been filled up there is automatically a saving of Rs. 1150/- per month.

The other saving that this Department can show is that of Rs. 13500 as Secretary has decided not to fill in the posts of three legal Assistants and not to continue temporary destruction branch.

Thus there will be the actual saving of Rs. 16950/- provided the outside posts are not filled in for a period of three months. Any further saving will at the cost of efficiency. It is however pointed out that the Translation Branch is to be established in L.D. and all work in connection with charity matters is hereafter to be done by L.D. and as such this Department

will have to incur a heavy expenditure on these two items every year.

During this year we have to meet expenditure of about Rs. 7500/- toward the pay and leave salary of Shri Pandit and about Rs. 2000/- for payment to be made to Shrimati Patnis towards her arrears under next below rule and about Rs. 21,000 for this year for the pay of the temporary staff engaged for Local Rules and Orders for which no provision has been made.

Travelling Allowance.-

12½ % cut can be effected under this item.

Contingencies.

It is pointed out that no savings can be made under this heading. Last year the grant was Rs. 6500/- and the total expenditure was over Rs. 23,000/-.

27. Administration of Justice.

Presidency Law Officers. These are part-time Government servants and they are paid retainer and as such 6½% cut cannot be made applicable to them.

Establishment of G.P. High Court.- Budget provision made is Rs. 25,500/-. A cut of 6½% is applicable. The G.P. is clamouring for additional ~~xxx~~ staff on account and the question of the re-organisation of his office is under consideration.

Office establishment of P.P.- Budget provision is Rs. 10,000. No savings can be expected under this head as the P.P. is coming every now and then for additional staff for simultaneous sittings of the 2nd and 3rd Sessions Court and we have been sanctioning the same. On the contrary there will be an excess in expenditure.

Contingencies.

Budget provision is Rs. 76,900 Bulk of the item is meant for fees to Counsel engaged by the Public Prosecutor, Bombay, Solicitors to Government, Solicitor to Government in L.D. and the Commissioner of Police.

It is also for the payment of fees to pleaders engaged by the G.P., High Court in murder cases and law charges for G.P., High Court and hence it will not be possible to show any savings under this head. Past years experience is that we have been going in every year for supplementary grant under this head.

Mofussil Establishment.

Pay of Officers.- Budget provision is Rs. 40,000/- which is meant as retainer of D.C.Pr. of 27 districts They are part-time Government servants and as in the case of Presidency Law Officers, there is no scope to effect the proposed cut.

Contingencies.- Budget provision is Rs. 30,000/- This item consists of the following.-

1. Law charges in Civil and Criminal cases.
2. Fees to pleaders in murder cases.
3. Engagement of Special Counsel.

This is fluctuating item and it is not possible at this stage to say whether it would be possible to show a saving of Rs. 3750/- as it will depends on the number of cases that will come before the Court.

J.D.
26/4.

D.A.S. 26/4.

Secy.

SNT/9.8.

Legal Department.

25 General Administrative Administration.

Pay of Officers, establishment and dearness allowance-

In order to show, a saving of 6¼% in the pay of officers and in the establishment, it would be necessary to show a saving of Rs. 18687-0. If the posts of the three legal Assistants are not filled up and the destruction branch is discontinued, there would be a saving of about Rs. 13,500/- plus and additional saving of about Rs. 2400/- on account of not filling up posts in the reorganization such as AAsstt.Solr. The total saving would thus come to about Rs. 16000/- This is much below the required saving.

As against the saving shown above, we will have to meet the following additional expenditure -

(i) Rs. 7500/- towards the pay and leave salary of Shri B.D.Pandit;

(ii) Rs. 2000/- towards arrears of Shrimati S.R. Potnis;

(iii) About Rs. 10500/- for the temporary staff employed for Local Rules and Orders for which no provision is made;

(iv) arrears of pay of Solicitor at revised rate of pay of Rs. 700/- per month.

In addition to the above items, on expansion of the Department by having Translation Bureau and work connected with the Charities, heavy additional expenditure will be required to be incurred. The result will be that the additional expenditure would outweigh the small saving ~~ex~~ of about Rs. 16,000/-.

Travelling allowance - We may agree to 12½ p.c. cut under this item.

Contengencies.- It is not possible to show any saving under this head, which includes items such as service postage, purchase of books, law charges of Solicitors and contract contengencies.

27 Administration of Justice Presidency Law Officers - The cut of 6¼ p.c. cannot be applied to retainer paid to the G.P., P.P. and the Government Solicitors.

Establishment of G.P., High Court.- Due to merger of States there is increasee of work, and he is asking for the additional staff. The question of reorganisation of G.P.'s office is also under consideration. Under these circumstances, no cut can be effected.

Establishment of P.P.- In view of the repeated requests of the P.P. for additional staff because of simultaneous sittings of the 2nd and 3rd Sessions Court, it is unlikely that cut can be effected.

Contingencies- The major item of expenditure is in respect of engagement of counsels by the P.P. in Sessions Cases, by the Solicitors to Government in civil cases, by the Solicitors to Government in L.D. and by the Commr. of Police by way of legal aid. This item of expenditure depends upon the number and nature of cases and it is not possible, in view of the past experience, to suggest any saving.

Mofussil establishment - No cut can be effected in the retainer paid to the D.G.Ps. who are part-time Government officers.

Contingencies:- This item includes law charges in civil and criminal cases, fees in murder cases to pleaders engaged for the accused and engagement of ~~special~~ special counsel. The expenditure would depend upon the number of cases, both civil and criminal, and it is unlikely to predict any saving in respect of any of these items.

In view of the above detailed explanation, it is unlikely to make the required saving and if considered necessary the F.D. may be shown the above note.

Sd/- E.P.Bhangara.
31/5.

Secy. We should all the same proud for the saving of 16,000 Rs. share above. P.M.LAD.
1/6.

Contingencies, Travelling Allowances and Pay : Reduction in expenditure on-

GOVERNMENT OF BOMBAY,
FINANCE DEPARTMENT
CIRCULAR No. 7983/33.
Bombay Castle, 22nd May 1950.

CIRCULAR OF GOVERNMENT.

In paragraph 1 of Government Circular, Finance Department, No. 7983/33-II, dated 27th March 1950, Government emphasised that it is extremely unlikely that supplementary grants of additional funds will be made available on establishment charges (including grants-in-aid towards establishment charges ~~including~~ contingent expenditure and travelling allowance, other than permanent travelling allowance, during the current financial year. In amplification of these orders, Government is pleased to direct further that it must ~~should~~ be intimated to the Departments and officers concerned, for their guidance, that, save in the most exceptional circumstances, no additional funds will be sanctioned or new schemes of expenditure approved in the course of the current year. It follows that proposals involving additional expenditure should not ordinarily be made except as new items for 1951-52.

By order of the Governor of Bombay,

SNP/9.5.

Legal Department.
R.I.No. 9431, dt.2-6-50.

Submitted.

2. In amplification of orders in para 1 of G.O. F.D., No. 7983/33-II, dt.27-3-50 viz.

"it is extremely unlikely that supplementary grants or additional funds will be made available on establishment charges, contingent expenditure and travelling allowance during the current financial year" the F.D. states that save in the most exceptional circumstances, no additional funds will be sanctioned or new schemes of expenditure approved in the course of the current year. and that the proposals involving additional expenditure should not ordinarily be made except as new items for 1951-52.

3. From this Circular it is clear that the F.D. wants that Departments should ordinarily manage their expenditure within the reduced grants by economising the expenditure as directed in the previous circulars. The position of expenditure under '25 G.A.', and '27 Adm. of Justice' in L.D. is clearly shown in the note of the Asstt. Secretary at pages 17 and 18 of the papers put up below and it can be seen that this Deptt. will not be in a position to manage the expenditure under most of the sub-heads within the reduced grants. It is therefore for orders whether the position as it stands should be brought to the notice of the F.D.

Sd/- S.V.P.
6/6.

S.S. The position as regards expenditure under '25 General Admn. Legal Deptt.' of '27 Admn. of Justice' Law officers has been clearly putforth by A.S. on pp.17 & 18 of the loose papers. This position may be brought to the notice of F.D.

Sd/- J.D.
8/6.

A.S. If approved, an explanation in detail may be given to the L.D. on the lines of my note dt. 31-5-50.

Sd/- B.P.Bhangara,
8/6.

Secy. P.M.LAD,
8/6.

SNT/9.8.

No. 8235

Legal Department,

Bombay Castle (Bombay No. 1) 16th June 1950.

Subject:- Reduction in expenditure on Contingencies, travelling allowance and pay.

MEMORANDUM.

The undersigned presents compliments to the Secretary to the Government of Bombay, Finance Department, and with reference to that Department Circular No. 7983/33-I, dated the 27th March 1950, on the above subject is directed to state that the position in the Legal Department is as follows :-

"25 General Administration - I.7-Legal Department"

Pay of Officers, establishment and dearness allowance.

In order to effect a saving of 6¼ % in the pay of officers and in the establishment and dearness allowance, it would be necessary to have a saving of about Rs. 28,000/-. Consequently the posts of three legal assistants created this year are not filled up and the distruction branch consisting of one Senior Assistant, one Junior Assistant, two clerks and one peon will be discontinued with effect from the 1st August 1950. This will lead to a saving of about Rs. 13,000/-/ An additional saving of about Rs. 3,400/- will be effected as a result of not filling up certain posts for a period of 3 months. A further saving of Rs. 3,000/- can be had as a result of compulsory cut in the pay of the Additional Secretary which is not shown in the Budget. The total saving would thus come to about Rs. 19,400/-. Now as against this saving this Department will have to meet the following additional expenditure :-

(i) Rs. 7500/- towards the pay and leave salary of Shri B.D. Pandit which was due last year but paid during the current year.

(ii) Rs. 2,000/- towards arrears of Shrimati S.R. Patnis.

(iii) about Rs. 10,500/- for the temporary staff

employed for Legal Rules and Orders for which no provision is made.

(iv) arrears of pay of Solicitor to Government in Legal Department at revised rate of pay of Rs.700-50-1150 as against Rs. 600-20-800, with effect from 1st January 1947.

In addition to these items, on expansion of this Department into that of the Law and Justice Department, and also by having Translation Bureau and work connected with the charities , heavy additional expenditure will be required to be incurred. In view of these circumstances, the resultant additional expenditure will outweigh the small savingsof about Rs. 19,400/- which cannot be avoided.

Travelling allowance - This Department can effect 12½ p.c. cut under thes item.

Contingencies - It is not possible to show any saving under this head, which includes items such as service postage, purchase of law books, law charges of Solicitor and Contract Contingencies.

"27-Administration of Justice-Presidency Law Officers"

Pay of Officers - The cut of 6¼ % cannot be applied to retainer paid to the -

(i) Government Pleader, High Court, Bombay.

(ii) Public Prosecuter and Assistant Public Prosecuter for Bombay.

(iii) Solicitors to Government (M/s. Little and Co.)

Pay of Establishment.

(i) Government Pleader, High Court - Due to merger of stated there is increase of work, and he is asking for the additional staff. The question of reorganiza-tion of his Office is also under consideration. Under these circumstances, no savings can be effected.

(ii) Public Prosecuter for Bombay - In view of the repeated requests of the Public Prosecuter for additional staff because of simultaneous sittings of the 2nd and 3rd Sessions Court, it is unlikely that cut can be effected

The ....

The provision on this account under 'Allowances and Honoraria' had been cut down by Finance Department from Rs. 14,000/- to Rs. 100/- at the outset and hence this Department will have to approach for additional grant.

Contingencies.- The major item of expenditure is in respect of engagement of Counsels by the Public Prosecutor for Bombay, in Sessions cases, by the Solicitors to Government in civil cases and by the Solicitor to Government in Legal Department and by the Commissioner of police by way of legal aid. This item of expenditure depends upon the number and nature of cases and it is not possible, in view of the past experience, to effect any savings.

'Mofussil Establishment'

Pay of Officers.- No cut can be effected in the retainer paid to the District Government Pleaders who are part-time Government servants and there is only one such District Government Pleader for each District.

Contingencies.- This item includes law charges in civil and criminal cases, fees in murder cases to pleaders engaged for the accused and engagement of special counsel. The expenditure would depend upon the number of cases, both civil and criminal, and it is unlikely to predict any saving in respect of any of these items.

2. In view of the circumstances stated above, it is most unlikely to effect the required saving in most of the items of expenditure.

By order of the Governor of Bombay,

Sd/- P.M.L.D. 16/6.

Secretary to Government.

To

The Secretary to the Government of Bombay,
Finance Department.

Submitted for approval & signature.

Sd/- S.V.D. J.D./15/6

Administrative Enquiry Committee's Report
Recommendation made in paragraph 98 o
the ---- Government Orders on —

Government of Bombay,
Political and Services Department,
Resolution No.3063/46.
Bombay Castle, 19th April 1949.

RESOLUTION OF GOVERNMENT.

In paragraph 98 of its report the Administrative Enquiry Committee has recommended that three posts of Legal Assistants borne on the cadre of the Legal Department should be sanctioned each in Revenue , Home and Local Self Government and Public He Departments, Government has carefully considered the recommendation and is pleased to direct that the recommendation should be accepted. The Departments concerned should take action according

By order of the Governor of Bombay,
P.D.Bhat,
Chief Secretary to the Government of Bombay,
Political and Services Department.

All Departments of the Secretariat.

SNT/9.8.

Submitted.

The recommendation of the Administrative Committee with regard to the creation of three posts of legal assistants borne on the cadre of this Department has been accepted by Govt. It will now be necessary U.B. creating the said posts in L.D. H.D. and H & L.G.D. Orders may therefore be passed as to what should be the status of these posts i.e. whether they should be Supdts. or Senior Asstts. or Jr.Asstts. The Expenditure will have to be borne by this Department.

Sd/-

S.J. J.D. 5/5. A is not correct. Please put up the original Report.

S.A.S. Sd/- S.L.Chaudhari. 5/5.

Resubmitted. with reference to S.A.S's note overleaf.

The final reply of the report was given to Secy. sometime back and has not been received back in office. An copy of the report available in office is put up herewith. (Pl. see slip B) If necessary F.D.'s advice may be sought.

Sd/-

~~S.J.~~ S.J. J.D. 11/5. This should be submitted through Mr. Pandit.

S.A.S. Sd/- S.L.C. 12/5.

S.A.S. From para 29 of the copy of the report clipped 'B' it appears that three legal Assistants were proposed to be appointed in the H.D., L.D. and H. & L.G.D. He is supposed to be a person from the L.D. and then attached to the administrative department concerned. The L.D. will have therefore to create the three posts of Legal Assistant

The word "Assistant" shows that he is not to be a
performed by him. It appears that the Legal Assistants will
have to be of the status of Senior Assistants. Therefore,
it will be necessary for L.D. Dept. to create three posts of
Senior Assistants as Legal Assistants withinwork in the three
~~three~~ Departments. As the three legal assistants will
work in the three respective departments, the cost will have to
be borne by the departments concerned. The papers may
therefore be shown to them and P.D2 letter orders are issued.

S/- [illegible].
13/5/49.

S.A.F.

The question of sending legal Assistants to the Deptt. may be considered as soon as the reorganisation scheme of this Deptt. comes into full force.

Sd/- S.I.C.
14/5.

SM/9.8.

if F.D.'s approval be necessary are should immediately.
get it recommending, we shall have to recruit
three Law Graduates for this purpose.

Sd/- P.M.LAD.
19/5.

U.R. to F.D. No. 5674 dt. 20 th May 1949.

Finance Department.

'B' Br.

In para. 98 of its Report, the Administrative Enquiry Committee has recommended that three posts of Legal Asstts. name on the cadre of the Legal Deptt. should be created each in T.D. J.D. and H & L.G.D. Govt. has accepted the A.E.C's recommendation -vide G.R. F & J.D. No. - No. 3063/46 dt. 12-4-49 at p. 1 ante. But the question is regarding the precise status of these Asstts. The nature of duties to be performed by these Asstts. has not been clarified properly. From the A.E.C's Report however, duties appear to be similar in nature to those performed by the Junior Asstts in other Secretariat Deptts. F.D. may, therefore, suggest that the three posts of Junior Asstts. in the scale of Rs. 120-10-200-E.B.-10-250 as Legal Asstts. may be created in the three Deptts. Similarly the L.D. note is silent on the point regarding the duration of the posts in question. F.D . may therefore suggest that the posts may be created for a period of one year in the first instance. If the suggestions made above are accepted, the pp. may have to be shown to the R.F.C., as the cost involved in the proposal works out to Rs.7300/- approxly. (excluding allces.). F.D. may agree to the cost of each post

post being borne by the respective Department as that will facilitate the preparation of pay bills & maintenance of accounts and the posts are required essentially for the purpose of respective Department. The L.D. may accordingly forward a consolidated supplementary account statement for being placed before the U.F.

3. The papers may be circulated to the E.P.C. as proposed.

Sd/- Sd/- 30/5.

D.S.(B). The L.D. may also clarify if in case surrender any posts as suggested in the Report,

Sd/-

Secy.(E.P.C.) Yes, after the formal has been clarified the papers should be circulated to E.P.C.

Sd/-

U.O.R. to L.D. , dt.1-6-59.

SH?/9.6

Legal Department.
R.I.No. 8353 dt. 4-6-49.

Submitted.

2. F.D. has agreed to the creation of three posts of Junior Assistants borne on the cadre of L.D. to be allotted each to L.D., H.D. and H. & L.G.D. for a period of one year. The cost of each post being borne by the respective Department but L.D. is to forward a consolidated supplementary demand statement for being placed before L.A. L.D. has however been asked to clarify if it can surrender any posts as suggested in the report. If approved F.D. may be informed that it is not possible for L.D. to surrender any posts.

Sd/-

S.S. J.D.
14/6

A.S., as at A.

Instead of the three posts of Senior Assistants, F.D. suggests the creation of three posts of Junior Assistants in the scale of Rs. 120-10-200 R.B. -10-250 as Legal Assistants for a period of one year in the first instance. The cost of each post is to be borne by the Department concerned but L.D. is to forward as consolidated supplementary demand statement for being placed before L.A.

2. If the secretary agrees, F.D. may be informed that the duties of Legal Assistants in these departments are not akin to that of Junior Assistants in the Secretariat Departments. (cf. para 2? of the note put up below slipped) and therefore posts should be of Senior Assistants, if that not that of Superintendents as suggested for Mr. in the linked H. & L.G.D. file (Below). Besides, this

Besides, this arrangement of Legal Assistants is to be of a permanent nature.

Sd/- B.P.Panlit.
16/6/49.

J.A.S. Secretary. Is not the arrangement meant to be of a permanent nature. I think it will be necessary to take the point up with F.D.

Sd/- S.L.O.
16/6

Submitted with reference to the above query made by S.A.S.

It appears from para 29 of uncorrected copy of the Reorganisation note that it is intended to have the arrangement on permanent basis. I have added the above point in para 2 of my note of 16-6-1949. The papers may now go back to F.D., before they are circulated to the departments concerned.

Sd/- S.V.D. 21/6

S.S. J.D. 28/6

A.S.

Sd/- B.P.Panlit.
29/6/49.

S.A.S. Please now put up a typed note stating the correct position early.

Sd/- S.L.O.
1/7.

SMT/9.8.

Legal Department.

Submitted.

2. Instead of sanctioning the three posts of Senior Assistants, F.D. suggests the creation of three posts of Junior Assistants in the scale of Rs.120-10-200 E.B. 10-250 as Legal Assistants for a period of one year in the first instance. The cost of each post is to be borned by the Department concerned but L.D. is to forward a consolidated supplementary demand statement for being placed before L.A.

3. F.D. may be informed that the duties of Legal Assistants in these Departments are not akin to those of Junior Assistants in the Secretariat Departments and therefore these posts should be at least of the grade of Senior Assistants, if not that of Superintendents Besides this, arrangement of Legal Assistants is to be of a permanent nature. The duties of the Legalassistants are to prepare a statement of the case for the R.L.A., to watch the progress of the references made to the L.D. particularly in urgent matters and to supply information, if any, required by the L.D. in giving its opinion or supplying its drafts of notifications etc. Their services may also be used by the Secretary ofthe Administrative Department for disposing of minor legal points where in the opinion of the Secretary it is unnecessary to trouble the R.L.A. The Legal Assistant is to be a person who has worked in the appropriate sub-branch ofthe L.D. for some years and is then to be attached to the Administrative Deptt. His tenure in the administrative Deptt. is not to exceed three

years. From this it can be seen that a person of a status of Junior Assistant is of no use for thepurpose and the arrangement is meant to be of permanent nature. It may also be added that it is not possible for L.D. to surrender any posts.

F.D. may therefore be requested to give its sanction to the creation of three posts of Legal Assistants in the grade of Senior Asstt., before circulating these papers to the departments concerned.

Sd/- B.D.Pandit.
22/7/49.

S.A.S. Sd/- S.L.Chaudhari.
22/7.

Secy. If escaped any attention that the office note had mentioned that the assistant should be Senior Assistant. The intention was all along to have junior Assistants in the first instance. We may agree to the suggestion of F.D. and also inform them that they will have to be trained for seve months in L.D. If any one part of the scheme in the Reorganisation C.R. and their appointment should be for 2 years.

Sd/- P.M.LAD.
23/7.

SNT/10.8.

Legal Department.

This Department agrees to the suggestion of Finance Department to create three posts of Legal Assistants in the grade of Junior Assistants. They will have to be trained for some months in this Department. They are part of the scheme outlined in the Government Resolution, Legal Department No.10892, dated the 18th November 1948 and their appointment should be for 2 years. It is not possible for this Department to surrender any posts.

Sd/-

Secretary to Government.

U.R. to F.D. No. 8480 , dated the 27th July 1949.

SNT/10.8.

Finance Department (B).

Submitted with reference to the office note dated 30-5-1949 and D.S.' s note dated 30-5-49 approved by Secy.

2. While the Legal Deptt. has accepted this Deptt.'s suggestion to create three posts of Legal Asstts. in the grade of Jr. Asstts., that Deptt. is not prepared to surrender any of its posts. It may, however, be stated that while recommending the appointment of Legal Asstts. in the three Deptts. of the Secretariat, the A.E.C. has specifically suggested that it should be possible for the L.D. to surrender some posts of Asstts. As the appointment of Legal Asstts. in the Secretariat Deptt. is expected to bring about some reduction in the work of the L.D., it is only reasonable that that Deptt. should surrender some of its posts. We may, perhaps, request the L.D. to reconsider its decision. If it is not possible for that Deptt. to surrender 3 posts, it may be requested to consider the feasibility of surrender-ing at least two posts.

Sd/-

D.S.(B) Sd/-

u.o.r. to Legal Department. dated 4-8-49.

SNT/10.8.

Legal Department.

R.I.No.12222
6-8-49.

Submitted.

2. These papers relate to the creating of three posts of Legal Assistants borne on the cadre of L.D. and to work in E.D., H.D. and H. & L.C.D.

3. F.D. has now sent back the papers stating that the A.E.C. has specifically suggested that it should be possible for L.D. to surrender some posts of Assistants and as the appointment of Legal Assistants in the Secretariat Department is expected to bring about some reduction in the work of L.D. it is reasonable to consider the feasibility of surrendering at least two posts if it is not possible to surrender 3 posts.

4. It is therefore for orders whether this Deptt. should agree to surrender any posts of Assistants.

Sd/- S.V.D.
6/8.

S.S. Even though the A.E.C. has specifically suggested in paragraph 98(5) that it should be possible e in Legal Department to surrender some posts of Asstts, it is regretted that ir will not be possible to surrender any posts because there will be no appreciable reduction of work in L.D. sufficient to reduce the staff proposed by F.D.Accordingly the Secretary may adhere to the views expressed.in the concluding portion. If L.D.

J.D. 8/8.
A.S.

U.R. to F.D. No.8480 dated 27-7-1949 ~~xxx~~ at page 7 ante.

Sd/- B.D.Pandit.
10/8/49.

Secretary. Our ~~xxxxxxxxxxxx~~ reorganisation G.R. has made provision for the Legal Assistants in addition to the other staff. Please put it up. As the G.R. contains order of Govt. It is no longer permissible to fall back upon the statements made with Committee's report. Sd/- P.M.LAD.
10/8

Resubmitted with the copy of the reorganisation G.R.
(No. 10892, dt. 18-11-48).

There is no reference to Legal Assistants in the G.R.,
Sd/- except in para 29 of the Secretary's staff note
10/8. (slip B below). There is no mention of
surrendering the posts but presumed
S.S. J.D. the Legal Assistants will be in addition.
20/8.

Sd/- B.D.Pandit.
A.S. 23/8/49.

Secretary. F.D. is attention is invited to paragraph 29
of any note which was accepted
accepted but in toto by Govt. It was never
contemplated that posts in L.D. should be
surrendered as against these legal SNT/10.8.
assistants. The recommendation of the
administrative Enquiry Committee were based
upon the endirect save; and there was no
suggestion of surrendering posts, at this
stage these posts of legal assistants should
be in addition as they are intended to be.
If experience demonstrates that L.D.'s work
is reduced by this arrangements we might consider
consider the feasibility of surrendering the
posts.

Sd/- P.N.LAD.
24/8.

(To be circulated to E.P.C. Pl.
see F.D. note on pp.5-6).

Sd/-
28/8.

I M M E D I A T E.

FINANCE DEPARTMENT.

File No. 6379 of Legal Department. Subject:- Creation of the posts of three Legal Asstts. in M.D. H.D., and H. & L.C.D. -Recommendation of the Administrative Enquiry Committee.

CIRCULATED TO THE

EXPENDITURE PRIORITIES COMMITTEE.

H. M. F. D. Sd/-

C. S.

Secy. F.D. Sd/-
31/8.

E.P.C. is of the view that this should be prior as a new item of 1950-51.

Sd/-
7/9.

SNT/10.8.

Legal Department.
R.I.No.15012,13-9-49.

Submitted.

2. F.D. has agreed to the creation of three posts of Legal Assistants in the grade of Junior Assistants viz. on Rs.120-10-200 E.B.-10-250, borne on the cadre of L.D. and to be allotted each to R.D., H.D. and R. & L.G.D. The cost of each post being borne by the respective Department but L.D. is ~~also~~ to forward a consolidated supplementary demand statement for being placed before L.A. F.D. this agreed to create these posts for a period of one year and this Department in its u.r. to F.D. at page 11 ante has suggested that their appointments should be for 2 years. F.D., it appears, has not taken into consideration this suggestion. Again P.C. at p. 19 ante has suggested to put up this as a new item for 1950-51. The following two points therefore require clarifications—

(1) Whether the three posts sanctioned are for a period of one year or two. &

(2) Whether, in view of E.P.C's suggestion, the posts are to be created with effect from 1st April 1950.

F.D. may therefore be asked u.o. to clarify.

Sd/- S.S.

In view of E.P.C's suggestion at page 19 ante the three posts will have to be created with effect from 1st April 1950 & that too for a period of one year (cf. p. 6 ante).

The necessary new item statement will be forwarded to F.D. in due course and the departments concerned will have to be informed accordingly.

J.D. 19/9.

Sd/- B.D. Pandit. 21/9.

A.S. (Adm.).

Secy. Why was this referred to the E.P.C? The proposal was already sanctioned by Govt.

Sd/- P.M.LAD. 21/9.

Submitted with reference to the Secy's query on prepage at p. 22.

Though the proposal to create three posts of Legal Assistants was approved by Govt., it was the subject matter of recommendation of the Administrative Enquiry Committee. Secondly the proposal was not included in the G.R. sanctioning the reorganisation of L.D. Thirdly the cadre, in which these posts were to be included, was not decided in the original proposal. Then the recommendation of the Administrative Enquiry Committee in this respect was accepted by the Govt. the question actually cropped up in concrete from and as it was a question of creating new posts, the matter had to be referred to F.D. for sanction. Again it is accepted policy of Govt. as measu e of economy to examine every proposal for additional expenditure on the following basis —

(1) proposals that cannot be postponed, but should be brought into effect immediately from administrative point of view;

(2) proposals that can wait at least upto next financial year;

(3) proposals that can be postponed indefinitely.

In order to decide these questions the Expenditure Priorities Committee has been set up and F.D. as a rule is bound to refer any new proposal for expenditure involving more than Rs. 5000/- as recurring expenditure and more than Rs. 25000/- as non-recurring expenditure to the Expenditure Priorities Committee. Under these circumstances, F.D. referred the proposal to the Expenditure Priorities Committee.

Sd/-
S.S. J.D.
30/9.

Sd/- B.D.Pandit.
4/10/49.

Secretary. I shall discuss this with Hon F.T.

Sd/- P.M.LAD.
5/10.

SMT/10.8.

	Remarks.
Additional Secretary.	This post has been continued by Government for one further year.
Assistant Legal Remembrancer: Deputy Secretary.	The post of the A.L.R. has already been eclared by Government to be equivalent to the post of Deputy Secretary and steps for changing its designation into that of Deputy Secretary are being taken in consultation with the Public Service Commission. When this is done the A.L.R.'s post will cease and its place will be taken by the Deputy Secretary (Civil)
Assistant Secretary (Permanent).	The work of this post is being attended to by the Assistant Secretary (Mr. Chaudhari) and steps are being taken in consultation with the Public Service Commission for regularising the position.
Additional Solicitor to Government. Assistant Secretary.	This work is being attended to by the Assistant Secretary (Mr. Mehta). He is now reverting to the Judiciary and a Judge who will take his place will be notified as Additional Solicitor to Government and the post of Assistant Secretary in charge of litigation will cease.
P.A. Assistant Secretary.	Upon the post of the Assistant Secretary being filled the P.A's post will be discontinued.
Assistant Solicitors to Government. 2 posts.	These posts could not be filled as the Public Service Commission could not get requisite candidates upon the terms advertised. The terms have now been revised and the posts are being readvertised and will be filled. It is absolutely necessary to fill these posts immediately especially in view of the fact that the work of charities under the Bombay Public Trusts Bill, 1949, will be transferred to the L.D.

25 - General Administration.

Minister in charge - Honourable Mr. D.N.Desai.

Item. Entertainment of three Legal Assistants borne on the cadre of the Legal Department.

Recurrent Rs.5,910/-. Non-recurrent ... Nil.

Total Rs.5,910/-. Ultimate annual recurrent. .. Nil.

Remarks.- In para 98 of its Report the Administrative Enquiry Committee has recommended that three posts of Legal Assistants borne on the cadre of the Legal Department should be created each in Revenue, Home and Health & Local Government Departments. Government has accepted the Administrative Enquiry Committee's recommendation. It is therefore proposed to create these posts for a period of one year in the first instance for the financial year 1950-51. The cost of the proposal for the year 1950-51 will as follows :-

C-Secretariat and Head quarters Establishments - E-Civil Secretariat - K7 Legal Department.

Pay of Establishment.

3. Legal Assistants (120-10-200 E.B.-10-250) Rs.4,260.

Allowances & Honoria etc.

Dearness Allowance. Rs.1,650

Total Rs.5,910.

SHT/10.8.

Legal Department.

R.I.No. 2032 , 6-2-50.

Submitted.

2. The H.D. wants to know how the matter regarding allotment of a Legal Assistant to that Deptt. stands at present.

3. Three posts of Legal Assistants have been sanctioned by the F.D. to be borne on the cadre of L.D. and to be allotted to each of R.D., H.D. and/Local Self Govt. Public Health Departments & L.C.D. for a period of one year. The cost of each post is to be borne by the respective Deptts. but L.D. has to forward a consolidated supplementary demand & statement for being placed before L.A. The E.P.C. had suggested to put it up as a new item for 1950-51. Accordingly a new item for Rs. 5910/- has been sent by this Deptt. to F.D. for being put up before the L.A. This new item has received a priority and when it is passed by the L.A. choosing the ensuing budget session orders regarding these posts will be issued by this Department and the posts will come into effect from 1st April 1950. If approved, the H.D. may be informed accordingly.

Sd/-

S.S. J.D. 9/2.

Sd/- B.D.Pandit, 10/2.

A.S.

Secretary. Sd/- P.M.LAD. 16/2.

SNT/1C18.

Legal Department.

Three posts of Legal Assistants have been sanctioned by the Finance Department to be borne on the cadre of Legal Department and to be allotted to each of E.D., H.D. and Local Self Government and Public Health Department for a period of one year. The cost of each post is to be borne by the respective Departments, but Legal Department has to forward a consolidated supplementary demand statement for being placed before L.A. The E.P.C. had suggested to put it up as a new item for 1950-51. Accordingly a new item for Rs.5910/- has been sent by this Department to F.D. for being put up before the L.A. This new item has received a priority and when it is passed by the L.A. during the ensuing budget session, orders regarding creating these posts will be issued by this Department and the posts will come into effect from 1st April 1950.

Sd/- P.M.LAD.

Secretary to Government.

U.O. to H.D., No. 2340, dated the 17th February 1950.

SMT/10.8.

Legal Department.
R.I.No. 2973
20-2-50.

Submitted.

2. The L.S.G. & P.H. Deptt. wants to know how the matter regarding allotment of a Legal Asstt. to that Deptt. stands & whether a division has been arrived at.

3. Perhaps the L.S.G. & P.H. Deptt. may be informed on the lines of reply to H.D. u.r. No. 2340, dt. 17-2-50.

Sd/-

S.S. J.D.
23/2

A.S. Sd/- B.D.Pandit.
24/2.

SIT/10.8.

Legal Department.

Three posts of Legal Assistants have been sanctioned by the Finance Department to be borne on the cadre of Legal Department and to be allotted to each of R.D., H.D. and Local Se f Government and Public Health Department for a period of one year. The cost of each post is to be borne by the respective Departments, but Legal Department has to forward a consolidated supplementary demand statement for being placed Before L.A. The E.P.C. had suggested to put it up as a new item for 1950-51. Accordingly a new item for Rs. 5910/- has been sent by this Department to F.D. for being put up before the L.A. This new item has received a priority and when it is passed by the L.A. during the current budget session, orders regarding creating these posts will be issued by this Department and the posts will come into effect from 1st April 1950.

Sd/- P.M.LAD.
25/2

Secretary to Government.

U.R. to L.S.G. and P.H.D., No. 2793 , dated the
27th February 1950.

SNT/10.8.

Legal Department.

Submitted with the pp.

2. These papers relate to the creation of three posts of Legal Assistants to work in R.D., H.D. and L.S.G. & P.H.D.

3. Please see the decision of the E.P.C. at p. 19 ante. The necessary new item has been put up and voted by the Legislature.

4. Necessary draft, G.R. creating these posts, is put up for approval & signature.

Sd/-

S.S. J.D.
15/4.

Sd/- B.D.Pandit.
15/4/50.

A.S.

Secretary.

Resubmitted for signatures of A.S.S. on other copies of the G.R. for Secy. as original has been signed by Hon.

Sd/-

S.S. J.D.
17/4.

A.S. Sd/- B.D.Pandit.
17/4.

A.A.S.

SNT/10.8.

Establishment.

Creation of temporary posts of three legal assistants on the cadre of the legal Department to work in the Revenue, Home and Local Self Government and Public Health Department respectively as recommended in paragraph 98 of the Administrative Enquiry Committee's Report.

GOVERNMENT OF BOMBAY.
Legal Department,
Resolution No.5195
Bombay Castle, 17th April 1950.

RESOLUTION OF GOVERNMENT.

Government is pleased to sanction three posts of Legal Assistants in the grade of Junior Assistant viz. Rs. 120-10-200 E.B. - 10-250 for a period of eleven months in the first instance or till 28th February 1951 with effect from the date of appointment to work in the Revenue, Home and Local Self Government and Public Health Department as recommended in paragraph 98of the Administrative Enquiry Committee's Report.

2. These posts are to be borne on the cadre of the Legal Department and the cost of each post is to borne by the Revenue, Home and Local Self Government and Public Health Departments as that will facilitate the preparation of pay bills and maintainance of accounts and the posts are required essentially for the purpose of each Department.

3. The extra cost should be met from the Budget provision of Rs. 2,04,300/- made for 1950-51 under "25 General Administration - C - Secretariat and Head Quarters Establishments - K - Civil Secretariat - K 7 - Legal Department."

By order of the Governor of Bombay,

Sd/- P.M.LAD.

Secretary to Government.

To

The Political and Services Department,
The Finance Department,
The Accountant General, Bombay (through the Finance Department).

The Revenue Department,
The Home Department,
The Local Self Government and Public Health Depart-

Legal Department.

Submitted.

2. Orders creating three posts of Legal Assistants have been issued. In view of the recent orders regarding 6¼ % cut in pay of establishment it will be necessary for the Head of the Department to examine the question whether the posts should be filled in immediately or can be postponed for a period of four months without appreciable administrative difficulties.

3. If it is decided to fill in the posts immediately it will be necessary to decide whether the Legal Assistants should be allotted to each of the Revenue Home and L.S.G. & P.H. Departments or should be kept in L.D. for training as per the Secretary's note dated 23-7-49, at page 10 ante.

Sd/-
S.S. J.D.
18/4.

Para 2 :- As the Secretary has already approved the G.R. at p. 35 ante electing the three posts of Legal Assistants and one requisition to the P & S.D. to furnish us the personnel, the question of postponing the same for four months does not survive.

Para 3 :- The portion marked on p. 10 of the Secretary's note 23/7/49 that "they have to be trained for some months in L.D.", is sufficient clear to remove any doubt as not their immediately allotment to the three departments concerned. All the three Legal Assistants will work in the L.D. on the cases ~~xxxxxxxxx~~, pertaining to departments for which they are intended, say for about 3 to 4 months.

Sd/- B.D.Pandit.
18/4/50.

D.S.
Secretary. Please let me know where P. & S.D. arrange the three persons to L.D. We will then release that experienced persons for the Departments.

Sd/- P.M.LAD.
15/4.

SNT/10.8.

Legal Department
R.I.No. 2560
5-6-50.

Submitted...with pp.

2. This is a reference from the L.S.G. & P.H.D. requesting clarification about the account procedure in the matter of creation of the three posts of Legal Assistants and asking when these Assistants are likely to be posted and what should be the nature of work to be entrusted to them.

3. Attention is invited to G.R.L.D. No.5195, dt.17-4-50 and the Secretary's directions thereon. The P. & S.D. has not so far allotted any candidate to this Department. However in the retrenchment case (5% cut in establishment) it has been decided to surrender three posts of Legal Assistants. In view of this the R.D., H.D. and L.S.G. & P.H.D. may be informed that as a result of retrenchment in L.D. it has beendecided not to fill in these posts.

Sd/-
S.S.

As due to retrenchment it has been decided not to fill in the three posts of Legal Assistants. The R.D. H.D. & L.S.G. & P.H.D. may be informed accordingly.

Sd/- J.D.
8/6

P.H.LAD.
8/8.

SNT/10.8.

Legal Department.

Seen and returned.

Due to retrenchment it has been decided not to fill in the three posts of Legal Assistants and hence the points raised by the Local Self Government and Public Health Department do not survive.

Sd/- E.P.Elangara.

Assistant Secretary to Government.

U.O. to L.S.G. and P.H.D. No. 7904, dated the 12th June 1950.

SHT/10.8.

No. 7905
Legal Department,
Bombay Castle (Bombay No. 1). 12th June 1950.

MEMORANDUM.

The undersigned presents compliments to the Secretary to the Government of Bombay, Home / Revenue Department and with reference to Government Resolution, Legal Department, No.5195, dated the 17th April 1950, creating three posts of Legal Assistantes to work in the Revenue Department, Home Department and Local Self Government and Public Health Department, is directed to inform him that due to retrenchment it has been decided not to fill in three posts of Legal Assistants.

By order of the Governor of Bombay,

Sd/- E.P.Bhamgara.

Assistant Secretary to Government.

To

Secretary to the Government of Bombay,
Home Department.
Secretary to the Government of Bombay,
Revenue Department.

SWI/10.8.

GOVERNMENT OF BOMBAY.

FINANCE DEPARTMENT.
CIRCULAR NO. 7983/33.
BOMBAY CASTLE, 19th JULY 1950.

CIRCULAR OF GOVERNMENT.

During the visits of the Honourable Minister for Home and Revenue to the various offices in the districts it was noticed that in several offices retired or superannuated persons were being continued in routine clerical and subordinate executive posts inspite of clear instructions in paragraph 2(i) of Government Resolution, Finance Department, No.7983/33 dated the 5th May 1950. It is therefore emphasised that the continuance of such personnel can only be justified in very exceptional cases where the work performed by them is of a specialised nature and it is not possible to to replace them immediately by other persons in the department. The continuance of retired personnel in posts of normal type, especially where it should be possible to foresee the retirement of the incumbents and to train up other persons to take over such duties, is particularly ~~waterangeable~~ undesirable. The Heads of Departments are therefore requested to review immediately the cases of all re-employed and superannuated personnel and to report to Officer on Special Duty (Retrenchment) information regarding them in the accompanying form by 15th August 1950. The persons who on review are not considered irreplaceable, should be given one calendar month's notice of discharge forthwith.

By order of the Governor of Bombay.

Sd/-

Officer on Special Duty (Retrenchment).

SMT/10.8.

Legal Department.
R.I.No. 12815
25-7-50.

Submitted.

2. The F.D. circular at page 1 ante stresses the point that the continuance of retired personnel in posts of normal type, especially where it should be possible to foresee the retirement of the incumbents and to train up other persons to take over such duties, is particularly undesirable. The Heads of Departments are therefore requested to review immediately the cases of all re-employed & superannuated personnel and to send report to the officer on Special Duty (Retrenchment) information regarding them in the form at p. 2 ante by 15th August 1950. The persons, who on review are not considered irreplaceable, should be given one calender months notice of discharge forthwith.

3. These are to Heads of Departments under the Control of L.D, but there are the following Heads of Offices, namely :—

(1) the Govt. Pleader, High Court, Bombay ; and

(2) the Public Prosecuter for Bombay. As regards (1) there are no retired or superannuated personnel continued in that office. As regards (2) the staff ~~[illegible]~~ engaged in that office is ~~[illegible]~~ on non-pensionable basis and is paid from the office allowance of the P.P. & hence the question does not arise.

4. As regards L.D. proper.:- The post of the Additional Secretary is not a post of normal or routine type, and hence does not fall within the scope of the circular. There is no other retired or superannuated person who is reemployed in this Department.

5. The officer on Special Duty (Retrenchment). may be informed that no retired or superannuated personnel reemployed in this Department or in offices under its administrative control or ~~[illegible]~~ type and hence the statement called for is blank.

Sd/-

S.S. The Officer on Spl. Duty (Retrenchment) may be informed the lines of para 5 above.

J.D.
26/7.

A.A.S. Reply may be on the lines of paras 3 & 5, as amended. Hence the reply typed and put up for approval.

Sd/- E.P.Bhaggava
27/7.

Resubmitted with the typed reply for approval and signature.

Sd/-

S.S. J.D.
28/7.

A.A.S. E.P.Bhaggava.
28/7

Secy. Sd/- P.M.LAD.
29/7.

SMT/11.8.

No. 10874

Legal Department,

Bombay Castle (Bombay No. 1), 1st August 1950.

Subject:- Review of cases of all Re-employed and superannuated personnel.

MEMORANDUM.

The under signed presents compliments to the Officer on Special Duty (Retrenchment) and with reference to the Government Circular No. 7983/33, dated the 19th July 1950, on the above subject, is directed to inform him that there are no heads of departments under the control of this Department but there are the following heads of offices namely :-

(1) the Government Pleader, High Court, Bombay,

(2) the Public Prosecuter for Bombay.

There are no retired or superannuated personnel continued in the office of the Government Pleader, High Court, Bombay, and the staff engaged in the office of the Public Prosecuter for Bombay is on non-pensionable indisand is paid from the office allowance of the Public Prosecuter for Bombay and hence the question does not arise as regards that office.

2. No retired or superannuated personnel is reemployed in this Department or in offices under its administrative Control ~~xxxxxxxxxxxxxx~~ in posts of normal or routine type and hence the statement called for is blank.

By order of the Governor of Bombay,

Sd/- E.P.Bhagwara.
31/7.

Secretary to Government.

To

The Office on Special Duty (Retrenchment),
Finance Department.

SMT/11.8.

Government of Bombay,
Finance Department.
Circular No. 7983/33,
Bombay Castle, 30th August 1950.

CIRCULAR OF GOVERNMENT.

In paragraph 2 of Government's Circular, Finance Department, No. 7983/33-II dated 27th March 1950, Heads of Departments, have been directed to examine whether it is essential to fill the vacant posts — (which in accordance with Government Circular, Finance Department No.7983/33 dated 19th May 1950 include leave vacancies also)— in regular establishment before granting sanction to appointments to such posts. It is, however, noticed that a number of officers are allowing leave vacancies of even a week duration to be filled. Filling of such short vacancies can, in a large majority of cases, be postponed without appreciable administrative inconvenience. Government are, therefore, pleased to direct that, save in the most exceptional circumstances, leave vacancies duration of which is one month or less should not be filled.

By orders of the Governor of Bombay,,

Sd/-

for Officer on special Duty (Retrenchment

SNT/11.6.

Retrenchment.

IMMEDIATE.

GOVERNMENT OF BOMBAY,
Finance Department,
Circular No.7983/33.,
Bombay Castle, 14th October 1950.

CIRCULAR OF GOVERNMENT.

Information regarding the Government servants whose services were terminated as a result of the five per cent reduction in establishments ordered in Government Resolution, No.7983/33, dated 5th May, 1950, was called for from Heads of Departments, vide penultimate sentence of paragraph 3 (2) of the Resolution. All Heads of Departments have not, however, submitted the information. Since ~~retrenchments~~ the five per cent retrenchment was carried out, further retrenchment has been effected in several Departments. It is necessary to have complete information regarding the number of persons (a) in each office and (b) in each category of posts (e.g., Head Clerks, Senior Clerks, Junior Clerks, Circle Inspectors, Agricultural Officers etc.), whose services were terminated as a result of retrenchment. The information is required only in respect of persons who were discharged as a positive measure of retrenchment; persons whose services were terminated because of the expiry of sanction for the scheme or establishment on which they were working should not be taken into account, as they would in any case have been discharged even had there been no retrenchment (though they are eligible for the terminal benefits sanctioned in Government Resolution No.7983/33, dated 11th May 1950). All Heads of Departments are, therefore, requested to furnish the information in the accompanying form by 25th October 1950 at the latest.

By order of the Governor of Bombay,

Sd/-

Officer on Special Duty (Retrenchment)

To

The Accountant General, Bombay,
The Deputy Accountant General, Baroda,
The Examiner, Local Fund Accounts, Bombay,
The Secretary to the Governor,
The Comptroller, Governor's Household,
The Secretary to the Honourable the Chief Minister,
*The Prothonotary & Senior Master, High Court, Original Side,
*The Registrar, High Court, Appellate Side,

The Secretary, Bombay Public Service Commission,
All Heads of Departments under the several departments of the Secretariat,
All Departments of the Secretariat.
* By letter.

SMP/11.8.

No. 14961.

Legal Department,
Bombay Castle (Bombay No. 1), 27th Oct. 1950.

Subject :- Retrenchment.

MEMORANDUM.

The undersigned presents compliments to the Officer on Special Duty (Retrenchment) and with reference to the Government Circular, Finance Department No.7983/33, dated the 14th October 1950, on the above subject, is directed to invite his attention to this Department memo Nos. 7088 and 9605, dated the 24th May 1950 and 5th June 1950, respectively, by which the necessary information has already been supplied and to state that as no reduction in staff in the Legal Department or offices under its control is made, the statement now called for is blank.

By order of the Governor of Bombay.

Sd/- S.P.B.

for Secretary to Government.

Submitted for approval & signature.

Sd/-

S.S. J.D.
27/10.

A.A.S.

S:M/11.6.

Contigencies, travelling allowance and pay

Reduction in expenditure on —.

GOVERNMENT OF BOMBAY.

FINANCE DEPARTMENT.

Circular No.7983/33-II.

Bombay Castle, 27th March 1950.

CIRCULAR OF GOVERNMENT.

Government has decided to impose a lump cut of 12½ per cent, in contigent expenditure and travelling allowance other than permanent travelling allowance and of 6¼ per cent. in establishment charges (i.e., pay of officers and establishment and dearness allowance). Government desires to impress on all officers the need for observing strict economy and ensuring that expenditure is accommodated within the reduced grants. All touring officers, and drawing, countersigning and controlling officers, should, therefore, ensure that travelling allowance and contigent expenditure does not exceed the sanctioned allotment. Government wishes to emphasise that it is extremely unlikely that supplementary grants or additional funds will be made available to them for these purposes. No additional expenditure should in any circumstances in incurred without obtaining Government's prior sanction.

In paragraph 2 of Government Circular No.7983/33-II, dated 27th March 1950, Heads of Departments have been directed to examine whether it is essential to fill vacant posts in regular establishments or newly sanctioned posts before granting sanction to appointments to such posts. It has also been directed in paragraph 3(i) of the Circular referred to that articles of special contigencies and new furniture should not be purchased, even though sanctioned by the competent authority, without a further review and fresh approval of the Heads of Departments concerned. Heads of Departments are now requested to forward to this Department at the beginning of each month, commencing from May 1950, separate reports in respect of (a) the vacant or newly sanctioned posts appointments to which have been permitted by them and (b) the articles of special contigencies or items of furniture, purchase of which has been approved by them, with detailed justification for the grant of their approval in each case.

2. In order to implement the cut under "pay of officers" and "pay of establishment" Government proposes to appoint a Special Officer for investigating and suggesting measures to effect immediate retrenchment in staff without impairing the efficiency of administration. Pending this investigation, no vacant posts in regular establishments should be filled or appointments made to posts newly sanctioned by Government without the prior sanction of Heads of Departments. The Heads of Departments will, before granting such sanction, examine whether it is essential to fill the posts immediately or whether appointments to vacant or newly sanctioned posts can be postponed for about four months without appreciable administrative inconvenience. This step is considered necessary in order to ensure that persons likely to be discharged from superfluous posts are given preference in appointments to the vacant and newly created posts.

3. In regard to contigencies, the following measures should be adopted for ensuring enforcement of the cuts—

(1) Articles of special and new furniture should not be purchased, even though sanctioned by the competent authority, without a further review and fresh approval of the Heads of Departments concerned. While granting this approval the Heads of Departments should further examine whether the articles are absolutely essential and whether the purchase of "escapable" articles such as carpets, cannot be avoided or postponed.

(ii) Only the minimum quantities of articles of contingencies necessary for immediate requirements should be purchased. Government has noticed a growing tendency on the part of various offices to incur expenditure without proper regard for economy and in some cases in anticipation of Government sanction. This tendency is strongly deprecated and officers are warned that no purchases should be made without proper sanction, except for meeting unforeseeable emergencies.

(iii) Articles such as time-pieces, clocks, bells, etc. which are supplied by the Superintendent, Government Printing and Stationery, should not be purchased directly. Articles of furniture should as far as possible be obtained from jails or institutions which are recognised by Government. In cases where articles are to be purchased through the Stores Purchasing Officer, for example, they should not be ordered from other source.

(iv) Expenditure on telegrams, telephone and trunk telephone calls as also on stationery and postage stamps should be reduced to the absolute minimum.

(v) Government has from time to time issued orders pointing out ways of effecting economy in contingent expenditure. Attention is invited in particular to the orders* mentioned below which are printed as an accompaniment to this Circular :-

*(i) G.C., R.D., No.6025/33, dated 25th November 1937.
(ii) G.C.,F.D., No.3014/33, dated 20th December 1938.
(iii) G.C.,F.D., No.3014/33,dated 13th March 1940.
(iv) G.C.,F.D., No.3014/33, dated 21st February 1949.
(v) G.C.,D.D., No.998, dated 18th March 1950.

4. (i) Expenditure on travelling allowance should be curtailed by avoiding injudicious transfers at short intervals, of Government servants. Unless compelling reasons of public interest require otherwise, Government servants should not be transferred from their posts before they have served for a period of at least 3 years in these posts. Heads of offices for less than three years in thier posts with reasons for such transfers; similarly Heads of Departments should report to Government all such transfers cases similarly arising out of thier orders. The Accountant General, Bombay, is also requested to bring to the notice of Government all cases of injudicious transfers which come to his knowledge.

(ii) Touring officers who are not in receipt of fixed travelling allowance, e.g., officers of the Police Department, should plan their tours properly and should not return frequently to headquarters except on grounds of public work. Controlling officers should scrutinise tour programmes and travelling allowance bills from this point of view and see that the orders Government are enforced.

5. In order to ensure strict observance of instructions in the preceding paragraphs, the following procedure is laid down :-

(i) The disbursing officers should submit to Heads of Departments and Controlling Officers, by the 10th of each month, beginning from the month of May 1950 (in respect of expenditure incurred in April 1950), monthly, statements of expenditure under the detailed head "Travelling Allowance (ordinary)", under the primary unit "Allowances, Honoraria, etc." and under all detailed heads under the primary unit "Contingencies". In preparing the monthly statements, the debits on account of supplies made or services rendered by departments of other States (which have been or are expected to be received through the Exchange Account or Inter-Provincial Suspense Account) and also the debits on account of supplies made by the departments of Bombay State, e.g., the Jail Department, should be taken into account.

(ii) The Heads of Departments and Controlling Officers should scrutinise the monthly statements with reference to the grants placed at the disposal of the disbursing officers and ensure that the progress of expenditure from month to month is not too rapid or

rapid or disproportionate to the grants. In cases in which expenditure is being incurred too rapidly, suitable instructions should be issued to the officers concerned directing them to exercise stricter control over expenditure, and a copy of such instructions should be forwarded to the Accountant General, the Administrative Department and the Finance Department. The Heads of Departments and Controlling Officers should also submit to the Accountant General, the Administrative Department and the Finance Department soon after the close of every quarter and not later than the 20th of the month following the quarter, beginning with the quarter ending 30th June 1950, a compiled statement of expenditure under the detailed sanctioned heads mentioned above, based on the monthly statements received by them.

(iii) Heads of Departments and Controlling Officers should communicate to the Administrative Departments of the Secretariat all orders of reappropriations or redistribution of funds (vide paragraphs 116 and 123 of the Bombay Budget Manual) issued by them which effect or may affect the detailed heads referred to above. The Administrative Departments should exercise timely control over such transfers of funds.

(iv) The Accountant General, Bombay, is requested to forward to this Department, as soon as each month's accounts are completed, statements showing expenditure under the detailed head "Travelling Allowance (Ordinary)" and the primary unit "Contingencies" as already agreed to by him.

By order of the Governor of Bombay,

B. VENKATAPPIAH,

Secretary to Government.

G.C.,F.D.,No. 7383/33-II, dated the 27th March 1950.

To

The Accountant General, Bombay,
*The Registrar, High Court, Appellate Side, Bombay,
*The Prothonotary and Senior Master, High Court, Bombay,
The Private Secretary to the Governor,
The Secretary to the Honourable the Chief Minister,
The Director of Publicity,
The Enquiry Officer, Secretariat,
All Heads of Offices under the several Departments of the Secretariat

All Departments of the Secretariat,
*The High Commissioner for India, London.

*By letter.

No. of 1950.

Copy forwarded for information and guidance to

Supplement to Government Circular, Finance Department, No.7383/33-II, dated 27th March 1950.

(Copy of Government Circular, Revenue Department, No.6825/33, dated 25th November 1937).

"Service Postage and Telegrams Economy in ——/

"While examining the figures of expenditure incurred on service postage and telegrams in several districts it has been brought to the notice of Government that at least few forms of extravagance are at present current, viz. :—

(a) using the registered post when the ordinary post would do;
(b) using the post, instead of peons, between officers in the same station;
(c) over-stamping packages for fear that deficiencies will be recovered from the despatching clerks themselves, and
(d) classing telegrams "Express" when deferred messages would do. ****
The Commissioners and Collectors of districts are requested to arrange to instruct the staff from time to time to avoid such irregularities."

(Copy of Government Circular, Finance Department, No.3014/33, dated 20th December 1938).

"Contingent Expenditure:
Economies in-

"Requests are continually being made by heads of offices for the supply of such articles as bicycles, clocks, typewriters, duplicators, telephones and the like. Government realise that in many cases there would be added convenience if such amenities were available in most offices, but the resources of Government do not admit the supply of all such articles except where they are essential. It is frequently urged that the cost of a single article asked for, say a bicycle, is comparatively small and this is true if only one article is to be supplied, but when sanction is accorded in one case it cannot be refused in another and the total cost for the whole Province would be enormous.

In these circumstances Government are unable to sanction the supply of such articles on a liberal scale and in the absence of cogent arguments to prove either that an office cannot do without them, or that their absence will necessitate an increase of staff or additional expenditure greater than the cost of their supply, Government will be compelled to reject requests for the supply of such articles."

(Copy of Government Circular, Finance Department, No. 3014/33, dated 13th March 1940).

"Contingent Expenditure.

Economies in ——.

"During the course of his enquiries the Special Officer on Contingencies came across many instances of waste and disregard for economy in respect of different items of contingent expenditure, and has submitted to Government a report on miscellaneous items of general nature, applicable to most of the offices. After considering this report carefully Government is pleased to direct that all heads of offices should pay personal attention to the following instructions and should enforce strict economy in all kinds of contingent expenditure.

2. Renting of post-boxes.— Attention of all heads of offices is drawn to Government Resolution, Political and Services Department, No.3124/34, dated 29th November 1939, in which Government has directed that the practice of hiring post boxes in all offices in the Province should be discontinued.

3. Dusting of Offices.— The Special Officer on Contingencies has reported that certain offices are in the habit of making payments to inferior servants for the work of dusting offices. Such payments should be discontinued in all offices, and the work of dusting offices should be done by the inferior establishments of the offices, as such work is a part of the normal work of the regular inferior establishments. This instruction is being made clear in paragraph 52 of the Contigent Manual.

4. Times of India Directory and Indian Year Book.— All heads of offices are prohibited from purchasing these costly publications locally or on payment. These are to be supplied by the Superintendent, Government Printing and Stationery, to whom indents should be sent in proper time, after obtaining sanction of Government, if it has not already been given.

5. Furniture.—— The Special Officer on Contingencies has reported that certain heads of offices are in the habit of purchasing additional furniture indiscriminately, especially when savings in the contract grant are available at the close of the year. All heads of offices are prohibited from making additions to furniture without the previous sanction of the controlling officers who should fix a limit for expenditure on annual repairs and replacements in respect of each office under their control. The Special Officer has also noticed that officers in Poona purchase furniture from privatedealers instead of from the Yerawda Prisons. All heads of offices in Poona and in other places situated near a prison, should try to obtain all their furniture requirements from the local prison.

6. Water supply charges.— According to the Special Officer, the water supply charges incurred by most of officers examined by him, are very excessive, especially in Jails, hospitals, police lines and offices which have gradens attached to them. Government has reasons to believe that due to lack of proper control by officers, considerable amount of water in their offices personally and to take adequate measures to prevent waste. The watchmen in charge of each building should be held personally responsible for preventing watchmen in charge of each building should be held personally responsible for preventing waste. The taps should be fitted with push-cocks wherever possible, and water for the use of gardens should be rationed on a conservative basis.

7. Electricity charges.— The Special Officer has reported that the consumption of electricity is also high in several offices and all officers should personally see that fans are not allowed to run unless necessary. Similarly electric lights should not be allowed to burn unless quite necessary and effective control in these respects should be enforced through the watchman in charge of each building as in the case of water consumption.

* * * * * * * * * * * * * * * * * * *

8. Tenders.—— Cases have been noticed by the Special Officer in which sufficient interval has not been allowed between the date of publication of the notice calling for tenders and the date of submission of tenders. All officers calling for tenders are directed to see that sufficient time is allowed to the tenders.

* * * * * * * * * * * * * * * * * * *

9. Carriage of Office kit.—— The Special Officer on Contingencies has brought to the notice of Government that certain touring officers arrange to have their private kit carried along with the office kit. In such cases the charges should be properly distributed on vouchers between the officers and Government. In cases in which vouchers are submitted for the carriage of office kit only, the touring officer should give a certificate on such vouchers that the kit conveyed did not contain the private kit of the officer.

* * * * * * * * * * * * * * * * * * *

Officers are not allowed to purchase fountain pens, attache cases, ashtrays, and other such items intended for their personal use, at Government cost. Controlling officers should check the contigent bills of the officers under their control, and see that in no case such expenditure is incurred."

(Copy of Government Circular, Finance Department, No.3814/33, dated 21st February 1941.)

"Contingent Expenditure:
Economies in advertisement charges.

"Under Government Circular, Finance Department, No.3014/33, dated the 10th June 1940, officers were instructed to see, when issuing official advertisements that they were not unnecessarily long and that they contained only the minimum number of words necessary to convey their purport.

2. It has come to the notice of Government that it is the practice of some officers to print their full name and designation separately at the end of the advertisement as shown in example A* in the accompaniment, instead of incorporating them in the body of the advertisement as in example B.* This unnecessarily increases the charge for the advertisement and officers are therefore requested to avoid this practice.

3. The name of the officer should be stated only if the replies to the advertisement are required to be addressed to him by name. In other cases only the designation should be stated as in example C.*"

*Printed as an accompaniment to this Circular.

Accompaniment to Government Circular, Finance Department, No.3014/33, dated 21st February 1949.

Example A.

Applications are invited for the following posts from candidates who are below 25 years of age (28 years in the case of depressed classes) and domiciled in this Province.

Posts: Two Junior Assistants. Scale of Pay 120-10-200-E.B.-10-250 plus Deamness Allowance. Qualifications: Honours Graduates preferable with experience of office work.

Applications containing particulars regarding domicile, age, qualifications, experience, etc., should reach this office on or before the 1st April 1949.

V. M. JOSHI, I.C.S.,
Deputy Secretary to the Government of Bombay, Finance Department.

Example B.

Applications are invited for the following posts from candidates who are below 25 years of age (28 years in the case of depressed classes) and domiciled in this Province.

Posts: Two Junior Assistants. Scale of Pay 120-10-200-E.B.-10-250 plus Deamness Allowance. Qualifications: Honours Graduates preferably with experience of office work.

Applications containing particulars regarding domicile, age, qualifications experience, etc., should be addressed to Mr. V.M.Joshi, Deputy Secretary to the Government of Bombay, Finance Department, and should reach him on or before the 1st April 1949.

Example C.

Applications are invited for the following posts from candidates who are below 25 years of age (28 years in the case of depressed classes) and domiciled in this Province.

Posts: Two Junior Assistants. Scale of Pay 120-10-200-E.B.-10-250 plus Deamness Allowance. Qualifications: Honours Graduates preferably with experience of office work.

Applications containing particulars regarding domicile, age, qualifications, experience, etc., should reach the Deputy Secretary to the Government of Bombay, Finance Department, on or before the 1st April 1949.*

(Copy of Government Resolution, Development Department, No. 998, dated 15th March 1950).

"Stationery:
Economy in the use of ——.

"Letter No. A/354, dated 14th January 1950, from the Government of India, Ministry of Works, Mines and Power :—

In view of the imposition of a 10 per cent. reduction in the budget grants of the Stationery and Printing Department, the need for the utmost economy in that Department which was always keenly felt, has now become imperative. Steps have already been taken to bring about economy in printing. The object of the present reference is to urge the Ministry of Finance, etc., to economise in the use of stationery stores including paper. The Stationery and Printing Department is a service Department. Except for the overhead charges, expenditure is incurred on the collective demands placed by the various Ministries and offices subordinate to them on the Stationery Office. Economy in expenditure on the Stationery and Printing Department can be effected only if the demands from the indentors are reduced, and this can be achieved only with the full and wholehearted co-operation of all the Ministries and offices concerned.

2. To achieve such economy it is essential that the Ministries and offices receiving stationery stores from the Government of India Stationery Office, should reduce their requirements by at least 10 per cent., both in respect of the remaining portion of the current year and for 1950-51, and also refrain from demanding expensive articles where cheaper substitutes can serve the purpose. The present need for economy demands curtailment of out needs almost on the basis of the measures adopted during the war. While it is not intended to impose in full the restrictions imposed during the war it is necessary that the following restrictions should apply till such time as the financial position permits of their relaxation.

(1) All Ministries and offices of the Government of India should reduce their demands for stationery to the barest minimum, and in any event by 10 per cent.

(2) The economy instructions contained in the pamphlet entitled "Compilation of the More Important Paper Economy Instructions" should be strictly followed. (Copies of the Compilation are available with the Ministries; if not copies can be obtained from the Controller of Printing and Stationery, India).

(3) All indentors should accept articles of such quality as are available and can be supplied by the Stationery Office, and should not insist on high quality goods;

(4) Owing to the restriction on imports from U.S.A. and the excepted increase in price of typewriters and other office equipment (consequent of the devaluation of rupee in terms of dollars), new typewriters should be indented for only when absolutely essential. Wherever possible, old machines should be rebuilt to obtain the fullest service from them. New typewriters will in future be issued only on a certificate from an officer not below the rank of a Deputy Secretary in the Ministry or from the Head of the Office concerned, as the case may be, to the effect that he has personally satisfied himself that a new typewriter is absolutely essential for the proper working of the Ministry or Office concerned.

The Deputy Controller of Stationery is being authorised to reduce the monetary allotments of all non-paying Ministries and Offices by 10 per cent. It is hoped that Ministries and Offices thereunder will kindly draw up all future indents for stationery on that basis."

RESOLUTION.— Government has issued orders from time to time impressing upon Government Officers the need for economy in the use of stationery articles and suggesting ways and means for effecting such economy but the results achieved so far have not been substantial. The price of some of the article of stationery, e.g., typewriters, etc., have recently gone up as a result of devaluation. In the present circumstan-

circumstances it is very necessary to exercise the utmost economy in the use of paper and other stationery articles. Government has had to curtail substantially the estimates for paper and stationery based on the present rate of consumption. Government is accordingly pleased to direct that the indenting officers should economise in the use of stationery as much as possible and in any case reduce their demands by not less than 15 per cent. over the average for the two years 1948-50. The Superintendent, Government Printing and Stationery, Bombay, should scrutinise carefully all the requisitions received from the indenting officers and cut down unjustifiable indents so as to achieve this percentage reduction. If any officer insists on the supply of curtailed articles to him, the Superintendent, Government Printing and Stationery, should refer the matter to Government.

2. Government is also of the opinion that the wastage of stationery articles in Government Offices can be checked by personal check on the part of officers. They are requested to devise ways and means, some instances of which are given below, for effecting the utmost possible economy in the use of stationery in their offices:-

(1) The smallest suitable size of paper should be used; typing should be spaced wherever possible; say the margin should not exceed one quarter.
(2) All non-official correspondence delivered to Departments in the same building should be sent loose and not in envelopes.
(3) Wrappers or envelopes containing confidential or non-confidential documents, should be fastened down with economy slips in such a manner as to allow them to be used as many times as possible. It is observed that this instruction is still not followed strictly.
(4) The use of disproportionately large envelopes for letters which can be folded to the size of a smaller envelope should be strictly forbidden.
(5) When confidential covers are not sent by post and addressed by name to the person who should open them, double covers should not be used.
(6) Packing papers, wrappers, etc., of parcels received from other offices should be opened very carefully and material retained for subsequent use.
(7) Blotting papers should be put to use as long as serviceable and should not be changed at regular intervals as a matter of course.

(8) Letters issued to the same office on the same day should be sent as one and not in separate envelopes, so far as this does not entail serious delay.
(9) Greater use should be made of boxes or canvas bags, instead of covers, in sending confidential papers from one office to another in the same place.
(10) After regular intervals all the old files should be gone through and the records destroyed if permissible and the file covers of old records should be used for spending new files.
(11) Obsolete forms and waste papers of which one side only has been used, should be utilised for rough work or noting and drafting purposes.

3. Government is also pleased to direct that while referring proposals for the supply of new typewriters, the Head of Office or the Under Secretary to Government, as the case may be, should issue a certificate to the effect that a new typewriter is absolutely essential for the proper working of the office or the Department

Pay &

Reduction in expenditure on ———.

Government of Bombay.
Finance Department.
Circular No.7983/33.
Bombay Castle, 19th May 1950.

All Heads of Departments and Heads of Offices are requested to note that the term "vacant posts" in paragraph 2 of Government Circular, No. 7983/33-II, dated 27th March 1950, includes leave vacancies.

By order of the Government of Bombay,

Sd/-

Officer on Special Duty (Retrenchment).

SRT/13.5.

Travelling allowance and contingencies - quarterly statements of expenditure on —.

GOVERNMENT OF BOMBAY,
FINANCE DEPARTMENT,
CIRCULAR NO. 7933/33.
Bombay Castle, 10th October 1950.

The Heads of Departments and Controlling Officers were directed in paragraph 5(ii) of Government Circular, Finance Department No. 7933/33-II, dated 27th March 1950, to submit to the Accountant General, Bombay, the Administrative Department and the Finance Department soon after the close of every quarter but not later than 20th of the month following the quarter, a compiled statement of expenditure, under the detailed head "Travelling Allowance (ordinary)" under the primary unit "Allowances, Honoraria, etc." and under all detailed heads under the primary unit "Contingencies." The Officers specified in the accompanying statement have not yet sent the statements of expenditure for the first quarter. They are accordingly requested to do so immediately. The statements of expenditure in respect of the remaining quarters of the current year should also be sent by the due date promptly.

By order of the Governor of Bombay,

Sd/-

Under Secretary to the Government of Bombay,
Finance Department.

SMT/13.8.

No. 16070
Legal Department,
Bombay Castle (Bombay No. 1), 17th November 1950.

Subject:- Travelling allowance and contigencies — quarterly statements of expenditure on —

Memorandum.

The undersigned presents compliments to the Under Secretary to the Government of Bombay, Finance Department and with reference to that Department circular No.7983/33, dated the 10th October 1950, is directed to forward herewith the statement of expenditure under the detailed head "Travelling Allowance (Ordinary)" under the primary unit "Allowances, Honoraria, etc." and under all detailed heads under the primary unit "Contigencies" for the quarters ending 30th June and 30th September 1950.

By order of the Governor of Bombay,

Sd/- D.P.Bhagwat.

Assistant Secretary to Government,
Legal Department.

To
The Under Secretary to Government,
Finance Department.

SMT/13.8.

Statement of expenditure under the detailed head "Travelling Allowance (Ordinary)" under the primary unit "Allowances, Honoraria etc." and under all detailed heads under the primary unit "Contigencies" incurred by Legal Department for the quarter ending 30th June 1950.

Month and Year.	Travelling Allowance. Rs. As. Ps.	Contract Contigencies. Rs. As. Ps.	Non-contract contigencies. Rs. As. Ps.
April 1950	56- 0- 0		
	763- 14- 0		
May 1950		347- 0- 3	800- 0- 0
			138- 14- 0
			827- 13- 3
			102- 4- 9
June 1950.	26- 4- 0		2403- 8- 6
			18- 80 0
Total ...	846- 2- 0	347- 0- 3	4290- 11- 6

Sd/- E.P.Bhangara.

Assistant Secretary to Government,
Legal Department.

SNT/13.8.

Statement of expenditure under the detailed head "Travelling Allowance (Ordinary)" under the primary unit "Allowances, Honararia etc." and under all detailed heads under the primary unit "Contigencies" incurred by Legal Department for the quarter ending 30th September 1950.

Month and Year.	Travelling Allowance.	Contract Contigencies.	Non-Contract Contigencies.
	Rs. As. Ps.	Rs. As. Ps.	Rs. As. Ps.
July 1950	26- 4- 0	333- 2- 3	700- 0- 0
	244- 12- 0		
August 1950	28- 0- 0	-	148- 8- 0
September 1950.	349- 4- 0	235- 14- 0	69- 9- 0
			1895 - 8- 0
			109- 6- 0
			943- 0- 0
Total :-	672- 12- 0	614- 0- 3	5865- 15- 0

Sd/- E.P.Khangura.

Assistant Secretary to Government,
Legal Department.

SNT/13.8.

Immediate.

No.F-70-G. Finance Department.
Bombay Castle, 6th November 1950.

Subject: Annual saving on account of retrenchment.

Memorandum.

The undersigned presents compliments to the -

Chief Secretary to Government, Political and Services Department,

and is directed to state that it has been decided by the Officer On Special Duty (Retrenchment) in consultation with the controlling officers concerned to effect annual savings under the various major heads as shown in column 3 of the accompanying statement. It is not known to what extent this saving has been taken into account by the controlling officers concerned while framing budget estimates for the year 1951-52. He is therefore requested to obtain the above information from the controlling officers concerned and communicate the reports received from them to this Department by the 20th November 1950 at the latest.

By order of the Governor of Bombay,

Sd/-

Deputy Secretary to the Governor of Bombay,
Finance Department.

Accompaniment.— The statement referred to above.

S.S.P./12.6.

R.I.No.20460
8-11-50.

Submitted.

2. In view of "A" overleaf, The F.D. wants to know the extent to which this saving has been taken into account in framing budget estimates for the year 1951-52.

3. With regards to savings the position was completely explained to the Secy. to Govt. F.D. Vide this Deptt. Memo.No.6235, dt. 16-6-50 and it was stated at that time that no savings were possible to be effected. In view of the facts, F.D. may be informed that it would not be possible to effect any saving in the budget for 1951-52, in any item either under the Head 25 C... or 27 ... of Justice controlled by this Deptt.

Sd/-

S.S. Sd/- F.D. 10/11.

As in para 3 above.

Our memo No.6235, dt.16-6-50 is self-explanatory, and as pointed out therein to F.D., it will not be possible to effect any saving in any of the items. F.D. may be informed accordingly.

Sd/- L.[illegible]Dhangara, 10/11.

Secy. P.W.D.(I&C). 10/11.

SNT/13.8.

No. 16231

Legal Department,

Bombay Castle (Bombay No.1) 20th November 1950.

Subject:- Saving on account of retrenchment.

MEMORANDUM.

The undersigned presents compliments to the Deputy Secretary to the Government of Bombay Finance Department and with reference to his Memorandum No. P. 70-C, dated the 6th November 1950, is directed to invite his attention to this Department Memorandum, No. 8[illegible], dated the 16th June 1950 in which the position as far as Legal Department is concerned has been fully explained. In view of these facts, it would not be possible to effect any saving in the budget for 1951-52 in any item either under the head 25, General Admn. or 27- Admn. of Justice Controlled by this Department.

By order of the Governor of Bombay,

Sd/- E.P.Bhangara.

Assistant Secretary to Government.

To

The Deputy Secretary to the Government of Bombay,
Finance Department.

SM:/13.C.

GOVERNMENT OF BOMBAY.

FINANCE DEPARTMENT.

Resolution No. 7983/33.

Bombay Castle, 17th October 1950.

RESOLUTION OF GOVERNMENT.

Government is pleased to direct that the order of priority for selection of personnel for discharge and the exemptions prescribed paragraph 2 of Government Resolution No.7983/33, dated 5th May 1950, in connection with the five per cent. reduction in establishments, as amended by Government Resolutions No.7983/33, dated 23rd June 1950 and 4th October 1950, should also be observed when carrying out further retrenchment during the current financial year. The personnel selected for discharge should be given one calendar month's notice of discharge on the lines of the instructions in paragraph 3 of the Government Resolution dated the 5th May 1950.

By order of the Governor of Bombay,

K.P. MATHRANI,
Officer on Sepcial Duty (Retrenchment).

SMT/13.8.

R/I.No. 21048
15-11-1950.

Submitted.

2. The G.R.F.D. No.7983/33, dt.5-5-50, as amended by the G.As. referred to is at pages 55-58 of Com.Est.II Retrench/50 put up below. L.D. letter on retrenchment in the Deptt. itself is at page 175 of he said file. Letters regarding retrenchment in subordinate offices are at pages 53 and 61 of the said file. The position is again reviewed vide out letter at pages 207-209 ibid in which it was explained that the resultant additional expenditure will overweigh the small saving of about Rs.19400. In our recent Memo. to F.D. at p.313, we have already informed that it would not be possible to effect any saving during 1951-52. also.

3. The result of all this recapitulation is that no retrenchment of staff beyond that already effected is possible and that the procedure indicated in the present G.A. will have no chance of coming into operation as far as this Deptt. or officers subordinate to it are concerned.

Sd/-
S.S. J.D. 25/11. I agree.

A.A.S. In this Deptt. memo No.7545, dt. 3-6-1950, The Special Officer (Retrenchment) F.D. was informed that it would not be feasible to effect any reduction in the existing staff. No question of retrenchment, therefore, arises.

Sd/- E.P.Rhangara. 27/11.

SNT/13.8. Secy.(for information) Sd/- P.M.LAD. 27/11.

Contingencies, Travelling Allowances and Pay:
Reduction in expenditure on -

...ERNMENT OF BOMBAY,
Finance Department,
Circular No.7983/33,
Bombay Castle, dated 4th December 1950.

It has been brought to the notice of Government that the purchase of non-essential articles such as carpets ~~thx~~ is made in spite of the clear instructions contained in paragraph 3(1) of Government Circular, Finance Department, No.7983/33-II dated 27th March 1950. In view of the present financial ~~stringency~~ stringency there is urgent need for economy in the purchase of such "escapable" articles of special contingencies. Government is, therefore, pleased to direct that proposals for purchase of carpets and other escapable articles should be scrutinised with special rigour and should not be approved except in the most necessitous circumstances.

By order of the Governor of Bombay,

Sd/-

Per Officer on Special Duty (Retrenchment).

To

The Accountant General, Bombay,
*The Registrar, High Court, Appellate Side, Bombay,
*The Prothonotary and Senior Master, High Court, Bombay,
The Private Secretary to the Governor,
The Secretary to the Honourable the Chief Minister,
The Director of Publicity,
The Enquiry Officer, Secretariat,
All Heads of offices under the several Departments of the Secretariat,
All Departments of the Secretariat.

*By letter.

SNT/13.8.

All Asstts Secretaries in charge of Establishment should be asked to keep ready the following information:

(1) A chart showing the strength of each branch and the subjects dealt with by each;

(ii) Amount of work disposed of by each noting assistant (including the Superintendent) for the last one month;

(iii) Distribution of work (according to branches) among gazetted Officers.

(iv) A chart showing the strength of staff in Registry (e.g. compilers, Despatch Clerk, Await Clerks etc

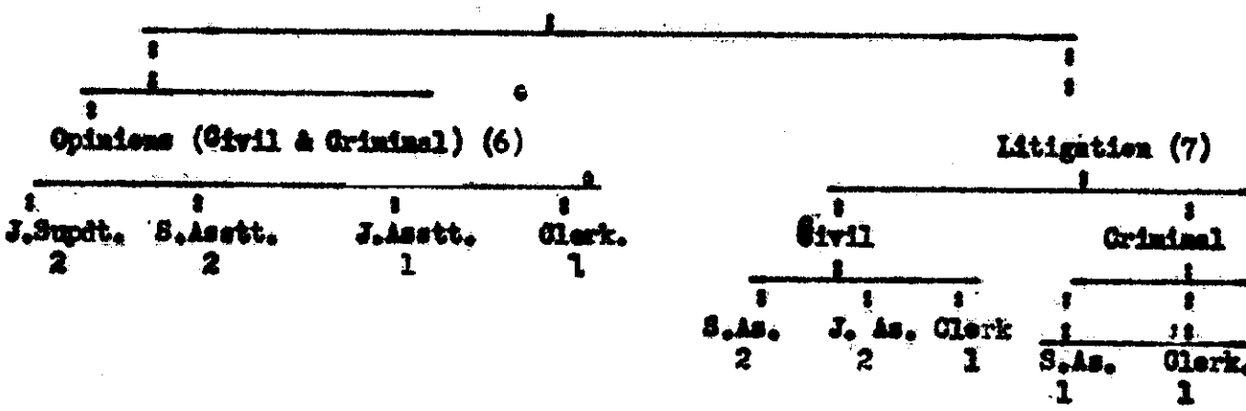
(v) Distribution of Stenographers among Gazetted Officers.

Sd/-

SRT/13.8.

L. C H A R T.

A Branch (13).



II Subject.

A - Opinions.

(1) Land Tenures.

(2) Local Government Matters.

(3) Education and Industries matters.

(4) Land Acquisition & Requisition matters.

(5) Industrial Disputes, Trade Unions, Factories matters.

(6) All other cases relating to civil law.

(7) References under :-

(a) Extradition Act, 1903

(b) Indian Press (E.P.) Act, 1931.

(c) Public Secutiry Measures Act, 1947

(d) Indian Penal Code.

(8) All other cases relating to Criminal Law.

B- Litigation

(i) Civil

(1) All Government litigation in the High Court City Civil Court and mofussil Courts and before Special Tribunals like Revenue Tribunal, Sales Tax Tribunal etc., and matters connected therewith.

(2) Notices of Suits.

(ii) Criminal.

(1) Appeals against acquittals

(2) Criminal Revision Applications

(3) Departmental enquiries

(4) Sanction Orders.

C

Work disposed of by each noting assistant (including the Superintendent) for the last one month.

		Opinion cases.	G.Rs.	Misc.cases.	After issue cases.	Circulated cases.
Shri Deshmukh	J.S.	32	30	40	32	130
Shri Nadkarni	J.S.	35	45	50	36	128
Shri Rege	Sr.Asstt.	15 Civil suits (Briefs) 9 references including notices of suits and 86 miscellaneous.				
Shri Chaudhari	Sr.Asstt.	33 cases.				
Shri Mudra	Sr.Asstt.	20 cases.				
Kumari D'Mello	Sr.Asstt.		56 Criminal cases and miscellaneous correspondence			
Shri Inamdar	Sr.Asstt.	19 cases and 27 miscellaneous correspondence				
Shri A.D.Chitnis	Jr.Asstt.	250, letters, G.R.s, references etc.,				
Shri S.S.Mantri	Jr.Asstt.	230 letters G.R. references etc.				
Shri Chavan	Jr.Asstt.	21 cases.				

D

Distribution of work among Gazetted Officers.

Assistant Legal Remembrancer	(Shri Katarki) (No. 1-6 in opinion section)
Deputy Secretary	(Shri Ghegale) (No. 7 & 8 in opinion section and 1-4 Criminal Litigation section)
Solicitor (Mofussil Litigation) and Assistant Solicitor (Mofussil Litigation).	1 & 2 Civil Litigation.

SHT/13.8.

LEGAL DEPARTMENT.

(B. BRANCH.).

Information required by the Finance Department.

(i) A chart showing the strength of the Branch in November 1950 and subjects dealt with by the Branch.

I. Strength of the Branch. (12 members.)

2. Senior Superintendents.
3. Junior Superintendents.
1 Senior Assistant.
3 Junior Assistants.
3 Clerks.

Temporary addition for Local Rules and Orders and Digest work. (7 members.)

1 Junior Superintendent.
2 Senior Assistants.
2 Junior Assistants.
2 Clerks.

II. Subjects.

1. Drafting and other technical matters relating to principal legislation.

2. Scrutiny of statutory notifications and Orders.

3. Scrutiny of all other subordinate legislation i.e. Rules, Regulations, By-Laws, etc.

4. Opinion cases involving questions of Constitutional Law.

5. Elections to State Legislature and Parliament.

6. Removal of disqualifications for membership of State Legislature.

7. Rules of procedure of State Legislature.

8. All matters connected with State Legislature and Parliament.

9. Salaries and Allowances of members of State Legislature, Speaker and Deputy Speaker, Chairman and Deputy Chairman, of Bombay Legislature. Powers, Privileges and immunities of State Legislature and of Members and Committees thereof. Enforcement of attendance of persons giving evidence of producing documents before Committees of State Legislature.

10. Reprinting of Bombay Code, Reprints of Acts and Local Rules and Orders.

11. Questions relating to publications sale and supply of Laws.

12. Legal profession: Questions relating to legislation on .

(ii) Amount of work disposed of by each noting Assistant (including the Superintendents) in the month of November 1950.

			No. of cases disposed of.
I.			
1.	Superintendent.		60.
2.	Superintendent.		42.
3.	Superintendent.	(a)	14.
4.	Superintendent.	(b)	8.
5.	Superintendent.		32.
6.	Assistant	(c)	56.
7.	Assistant.		27.
8.	Assistant.		18.
9.	Assistant.		17.
		Total.	274.

(a) On leave for 11 days; also dealt with the omnibus Police Bill and Miscellaneous Receipts.

(b) On leave for 14 days; also dealt with miscellaneous receipts.

(c) On leave for 12 days.

II. Progress of Local Rules and Orders and Digest Work, -

1. 700 Replacement series pages.
2. 1029 Pages of Local Rules and Orders.
3. 400 pages of Digest.
4. Reprints of Baroda University Act.
5. 20 Miscellaneous References.
6. Adaptation of Rules and Orders.

(iii) Distribution of work among Gazetted Officers.

Additional Secretary

Senior Assistant Secretary.	Personal Assistant to the Remembrancer of Legal Affairs.
1. Principal legislation.	
2. Scrutiny of Rules and Bye-laws.	1. Scrutiny of Notifications and Orders.
3. Matters pertaining to State Legislature and Parliament.	2. Principal legislation on certain subjects.
4. Election work.	3. Reprinting of Bombay Code, Reprints of Acts and Local Rules and Orders.
5. References on Constitutional Law.	4. Questions relating to publication, sale and supply of Laws.
6. Reprints of Acts.	5. Miscellaneous Receipts.
7. Revision of Local Rules and Orders - questions connected with.	6. Central orders.
	7. University references.

S Branch.

(Total strength - Seven)

Senior Superintendent.

Senior Assistant.

Junior Assistant.

Cashier.

General Clerk.

Bills Clerk.

Searcher.

Member.	Subject dealt with by each member.	Cases disposed of in November 1950.
1 Senior Superintendent.	All the work of the Branch passes through the Superintendent. Marking of the post. Checking of Accounts. Important, confidential or secret matters. General supervision.	
2. Senior Assistant.	(1) Budgetary matters, e.g. :- (i) Preparation of budgets; (ii) Allotment of Grants to various subordinate Officers under the Administrative Control of L.D. (iii) Prepare statements of savings and excess for framing the revised estimates. (iv) Fixation of contract grants; and (v) Other question ancillary to finance and accounts. (2) Dealing with appropriation Accts., Audit Report and all other references received from the A.G. on account and establishment matters. (3) References on administrative matters such as recruitment, interpretation of B.C.S.Rs. and other Rules.	64.

Member.	Subject dealt with by each member.	Cases disposed of in November 1950.
	(4) References with P.S.C. in connection with matters coming under its purview.	
	(5) Questions re: reorganisation of office and offices subordinate to the Legal Department.	
	(6) Miscellaneous matters not dealt with by any other assistant in the branch.	
3. Junior Assistant.	(1) Appointments, leave and confidential reports of Law Officers in the State of Bombay and references from them under Law Officer's Rules and their establishment enhanced fees etc. References from other Governments and Press cuttings pertaining to these matters.	72/ Gradation List . . . 1 History sheets..20
	(2) Appointment, leave references of Gazetted Officers in L.D.	
	(3) References pertaining to additional staff, fixation of pay of State servants, & matters concerning them. Administrative enquiry committee.	
	(4) References regarding Secretarys' meetings.	
	(5) Appointment of Special Public Prosecutors, their fees etc.	
	(6) Any other references not dealt with by Senior Assistant, cashier, Bill clerk & General clerks. Pertaining B.C.S.Rs. and other account Rules.	
4. Cashier.	(1) Preparations of bills of officers and staff. Office bills such as contingent bills, law charges etc.	145.
	(2) Office accounts, Maintenance of cash-Registers of Legal Department proper & Solicitor to Government.	
	(3) Maintenance of Service books, Records and leave accounts of Legal Department staff and periodical increments etc.	
	(4) Income tax & Estt. return-submission of -	

(5) .....

Members		Subject dealt with by each member.	Cases disposed of in November 1950.
		(5) All Government Resolutions in connection with accounts etc.	
		(6) All correspondence relating to employment of candidates in consultation with P. & S.D.	
5.	General clerk.	(1) References pertaining to telephones and telephone trunk call bills.	218.
		(2) General references bearing on the subject of Miscellaneous appointments, grants to certain Associations, Government Servants etc.	
		(3) Maintaining the Register of receipts and expenditure received from the Sessions Judges, District Government Pleaders.	
		(4) References relating to stationery and forms, furniture and their supply to the staff.	
		(5) Registering of allotments in the bills received from Sessions Judges.	
		(6) References regarding accommodation.	
		(7) Reconciliation of figures with those of A.G. under the head 27-Administration of Justice and 55-Miscellaneous.	
		(8) Miscellaneous references pertaining to establishment.	
		(9) All Miscellaneous G.Rs. received in 'G' Branch.	
6.	Bill clerk.	(1) Scrutiny of bills received from all the Law Officers for their appearances on behalf of the State of Bombay.	93.
		(2) References relating to the clothing of peons and the supply of badges etc. to them.	
		(3) References relating to the accommodation of class IV Government servants in the D.D.Chawls.	
		(4) Scrutiny of Bills received from the Agent Supreme Court of India for his work on behalf of this State.	

(5) .....

Member.	Subject dealt with by each member.	Cases disposed of in November 1950.
	(5) Maintenance of Registers showing the bills received in the office of the R.L.A. for scrutiny and their movement.	
7/ Searcher.	(1) Searching.	
	(2) Registering cases.	
	(3) Casual leave account.	
	(4) Correction of Branch books.	
	(5) Submission of correction C.Rs.	
	(6) Entering of Government Pleaders' bills in the registers.	
	(7) Maintaining collection of C.Rs.	

Distribution of work among Gazetted Officers.

.....

All Ordinary work including establishment, contigent bills, T.A. bills etc., to the Additional Assistant Secretary.

All establishment and administrative work to Secretary through the Additional Assistant Secretary.

All correspondence re: appointments &c Law Officers direct to Secretary.

All correspondence Rel appointment, leave, etc., of Gazetted Officers and establishment in Legal Department to Secretary through Additional Assistant Secretary.

All cases re: enhanced fees in Criminal Cases to Secretary through Solicitor, Mofussil Litigations

All budget references to Secretary through Additional Assistant Secretary,

All bills received from Law Officers to Additional Assistant Secretary.

All references from the Law Officers to Secretary through Additional Assistant Secretary.

SNT/14.8.

Distribution of Stenographers among Connected Officers.

.....

There are three stenographers and four steno-typists and they work as shown below :-

1	Secretary ...	.....	One Stenographer.
2	Additional Secretary and Draftsman ...	.....	One stenographer.
3	Assistant Legal Remembrancer		One stenographer and 4 steno-typists. The 4 steno-typists also do typing work of the Branch when they have no dictation.
4	Deputy Secretary.		
5	Soliciter to Government.		
6	Soliciter Mofussil Litigation.		
7	Senior Assistant Secretary.		
8	Personal Assistant to the Remembrancer of Legal Affairs.		
9	Assistant to the Soliciter in the Mofussil.		

SNT/14.8.

Strictly speaking there is no Registry Branch on the lines of the Maxwell System as such in this Department. There is however, a Record Branch which in great respects corresponds to the Registry Branch of other Secretariat Departments maintaining the record of the Department so far as the volume of work is concerned.

2. Unlike other Departments of the Secretariat the Registry of this Department works on a system other than the Maxwell System as it has its own catchward system. For example, Ø with the catchward of a particular file indicates the case pertaining to opinion section, denoting opinions given in the 'A' branch. Letter 'S' denotes suit files partly dealt with by A Branch and partly by E Branch. Similarly in the case of rules and notifications Roman II denotes drafting section and this Roman II with the catchward for a particular subject indicates the case pertaining to drafting ~~subject~~ section and letter 'B' denotes drafting of Bill files of B Branch.

3. This branch is manned by the following staff:-

Upper Division.

1 1 Junior Superintendent.

Lower Division.

1 Record keeper.

2 Compilers cum filing clerks.

2 Despatchers.

2 Correction clerks.

1 Library clerk.

1 Receipt clerk.

1 Movement clerk and

1 Confl. clerk.

12 Total.

The strength of the Branch with the Distribution of work in it is as follows:-

1. Superintendent.	(i) To supervise the work of the whole branch generally, and particularly that of the Despatcher, Receipt clerk, Librarian, and Correction Clerks.
	(ii) To deal with all the correspondence regarding Official Publications.
	(iii) To scrutinise all the correspondence dealt with in 'D' Branch and Library section.
	(iv) To help the branches in tracing old opinions and other papers whenever not traceable by them.
2. Record Keeper.	(i) To arrange and keep in proper order all current summaries of opinions received from day to day.
	(ii) To supervise the work of Filing and Movement Clerks.
	(iii) To prepare in the month of January each year a list of compilations and other papers which are due for destruction in that year and to destroy them after obtaining the orders of the Assistant Secretary for their destruction (rule 16(a)).
	(iv) To get the papers which are to be kept permanently to be bound into volumes, to maintain a list of such bound volumes and to send to the Record Office such bound Volumes as can be sent, after maintaining a list of such Volumes (rule 17).
	(v) To have the Volumes and files cleaned and properly arranged at least twice a year, Easter and X' mas.
3 and 4 Compiler and Filing clerks.	(i) To file the papers in the file indicated on them.
	(ii) To mark the file numbers in the outward and Inward Registers.
	(iii) To maintain a Register of files for each year. As soon as a new file is opened, an entry about it shall be made in the Register (Rule 12).
	(iv) To see that all Books and Volumes brought from the Secretariat Library or from Law College or any other institution or from the Record Office, are returned without undue delay.
5 and 6 Despatcher	(i) To issue cases to the Departments concerned, to send letters and parcels by post and to return office copies to the Branches concerned. To maintain a register of Service postage stamps.

7 and 8	Correction Clerks.	(i) To maintain a register of amendments and alterations in Acts and to correct Books in the Library and copies of Acts and Rules of Secretary, Addl.Secy.Assistant Legal Remembrancer, Deputy Secretary, Solicitor to Government, Assistant Secretaries and P.A. to R.L.A.
		(ii) To compile copies of Gazette received from all the Provinces except Bombay.
9	Librarian.	(i) To note on all correspondence regarding purchase of books, to put up bills regarding books and also deal with book debit vouchers.
		(ii) To exhibit the Law reports in the stand kept for the purpose in the Library.
		(iii) To look to the binding and rebinding of Law Reports, Assembly Debates, and other Library books.
		(iv) To keep up-to-date the Catalogue of Books in the Library.
		(v) To check the books kept in the library periodically, at least once in three months, January, April, July, and October and after the books have been checked to submit a report through Superintendent and A.S.
		(vi) To look after the Library generally.
10	Movement clerk.	(i) To note movements of all the files and volumes.
11	Receipts clerk.	To receive cases and papers brought by peons from other Department and offices for Secretary, Legal Deptt., R.L.A. and Solicitor to Government. To compile copies of the Bombay Government Gazette and the Gazette of India. To register cases pertaining to D Branch.
12	Confl. clerk.	To attend to inwarding and dispatching of allegedfl. cases and to attend to movements of Confidential cases and also attends to indexing compiling of such cases.

'D' Branch.

List of Subjects :-	By whom tabulated.
1. Supply of Government publications to Government officers including law officers.	Secretary through A.A.S.
2. Purchase of books.	- Do -
3. References regarding Official documents and registered libraries.	Addl. Asstt. Secy.
4. References regarding tours and movements.	- Do -
5. Miscellaneous correspondence.	- Do -
6. Compiling, classification, entry and binding of paper and books.	- Do -
7. Destruction and binding of old records.	- Do -
8. Receipts.	- Do -
9. Despatch	
10. Corrections to Local Rules and Orders, Codes, Acts, reference books, Manuals etc.,	Addl. Asstt. Secy.
11. Cataloguing, arrangement and preservation of books in the Library.	Secretary through A.A.S.

No. of Cases received and disposed off. during the month of November 1950 — 85.

SRT/14.8.

E-Branch.

I. The strength of E branch is as follows :-

1. 1 Sr. Assistant
2. 1 Jr. Assistant
3. 6 Clerks.

II. The work assigned to each member is as follows:-

(1) Senior Assistant.

1. All conveyancing work arising outside the City of Bombay and numerous references connected therewith.
2. Partly conveyancing work arising inside the City of Bombay and references connected therewith.
3. References under the charitable endowments Acts
4. Grant-in-aid cases.
5. References under the Indian Stamp Act. (after reorganization)
6. Settlement of memorandum and articles of Association of Company under section 26 of the Indian Companies Act.
7. Scrutiny of mining Leases.
8. Cases relating to the examination of title of Government Servants for house building advances.
9. References under the State Aid to Industries Rule Rules 1935.

(2) Junior Assistant.

The Junior Assistnat has been allotted to this branch for work under the Bombay Public Trusts Act 1950 and his work will regularly commence after the notification under section 1 of the Act is issued. He is at present attending to Preliminary work.

(3) Clerk.

Conveyancing work in the city of Bombay including correspondence, stamping and registration of documents and other miscellaneous work in connection therewith and out door duties.

(4) Clerk.

Charity suits in High Court involving correspondence

correspondence with attorneys and attendances at meetings before various officers of the High Court such as Prothonotary, Commission Court Receiver, Advocate General, etc. for settlement of draft schemes decrees and orders and other pleadings. Instructing Advocate General or Counsel engaged on his behalf in Charity suits at the hearing of the Charity cases in High Court. Also dealing with Government litigation in Small Causes Court involving drafting of statements of case, correspondence etc. Also attending to Govt. cases before the Sales Tax Tribunal involving correspondence, conferences with Advocate General, and attending to the appeals to the High Court from the decisions of Sales Tax Tribunal.

(5) Clerk.

Drafting Solicitor's Bills of costs in charity suits and conveyancing matters, lodging and taxation of Bills and other miscellaneous work connected therewith, scrutiny of bills of costs of Messrs. Little & Co., of the Agent of the Supreme Court preparation and taxation of bills of the Government under Press Emergency Powers Act.

(6) Clerk.

1. Registration of references and correspondence
2. Searcher's work.
3. Comparing of documents in connection with the City and Mofussil conveyancing.
4. Attendance at the office of the Taxing Master, High Court for lodging Government Solicitor's bills of costs in Government and charity suits for taxation by High Court, issuing Taxing Master's warrant, service of the same and other Court process, as well as of the allocations of taxed bills.

Statement of the strength of the 'C' Branch etc.

Strength of the Branch.	Subject dealt with	Amount of work disposed by noting hands during November 1950.	Distribution of work among Gazetted Officers.
1	2	3	4
1 Superintendent. 2 Senior Assistants. 1 Junior Assistant. 2 Clerks. 1 Typists 2 Peons. 1 Senior Assistant who was working in 'A' Branch since 1948 is now working in F.C.'s office doing C.S.D. legal work.	Opinion cases and scrutiny of draft notifications, orders, Regulations etc. from the Civil Supplies Department and its allied offices such as Controller of Rationing's office, P.T.C's office, M.C's office, C. of C.G.S's office, F.C.'s office, D.C.S. (Acctt). Some references relating to control matters from A & F.D. and Labour Department are also dealt with in this Branch. Cases regarding filling of appeals against acquittal and Revision application in the High Court.	Superintendent . . . 24 cases. Also supervising the work of the correction clerk and general supervision of the Branch. Senior Assistant . . 13 cases (was on casual leave for 4 days). Junior Assistant .. 12 cases.	Opinion cases to A.D.C.S.(L). A.L.R. and R.L.A. Prosecution cases A.D.C.S.(L). Criminal Appeals Revision Applications etc. and references from Districts. D.S.(Cr.) R.L.A. Scrutiny of Notifications. A.D.C.S. (L) Secy.

(P.T.O.)

(Continued).

1	2	3	4
1 Junior Assistant has been working in 'A' Branch since March 1949. (He is dealing with suit matters pertaining to C.S.D. however, since 1st November 1950 one Junior Assistant has been working in this Branch again and his work has been shown in column #.3	The opinion cases include cases received from the Deputy Commissioner of Police, Crime Branch II regarding prosecution matters. Miscellaneous references, direct references, references from Police Prosecutors in the district etc.		

.SMT/14.8.

5. Taking inspection of the documents disclosed by the attorneys of the parties in charity suits.

(7 & 8) Clerks. (two)

The two clerks have been allotted to this branch for work under the Bombay Public Trusts Act 1950 and their work will commence regularly after the notification under section 1 of the Act is issued.

III. Work disposed of by each noting assistant for the last one month :-

Senior Assistant	45 references.
Junior Assistant (for charity work)	19 references.

IV. All work goes through the Solicitor and the Assistant Solicitor who has been recently appointed.

SNT/14.8.

Submitted.

The statements prepared by the Branches are put up herewith.

J.D.
4/12.

A.A.S. Attention is invited to the Circular at p.l ante. Each Branch has collected the required information and the statements prepared are submitted for information.

Sd/-E.P.Khangare.
4/12.

A.D.C.S.(L).

Asstt.Solr.(M.L.) Sd/-

Solr.(M.L.) Sd/-

P.A. Sd/- K.G.Pathare.
4/12.

S.A.S. Sd/- S.L.Chaudhari.
5/12.

Solr. Sd/- R.D.Nigudkar.
4/12.

D.S.(Cr.) Sd/-

A.L.R. Sd/- R.T.Katarki.
4/12.

Addl.Secy. Sd/- J.R.Dhurandhar.
5/12.

Secy. Sd/- P.M.LAD.
6/12.

SNT/14.8.

Legal Department.

The following proposals for retrenchment were decided upon at the meeting of the Secretary, Addl. Secretary and Shri Mathrani Special Officer (Retrenchment) :-

		Rs.
1	Junior Superintendent from G Branch.	4896
2	Junior Assistant from B Branch.	2402
1	Senior Assistant from Cr.Br. to be down-graded as Junior Assistant - Difference.	910
1	Clerk from A Branch	6732
1	Clerk from B Branch	
1	Clerk from D Branch	
1	Clerk from E Branch	
1	Steno-typist	2223
1	Typist	1863
1	Peon	456
		Rs. 19482

Mr. Mathrani may please see and confirm. The reorganisation scheme will have to be made permanent when the personnel is finally fixed.

Sd/- P.M.L.
28/12/50.

Mr. Mathrani

Secy. F.D.

SNT/14.8.

Finance Department.
(Retrenchment Section).

I enclose herewith a copy of the note submitted by me to the Retrenchment Committee on the scope of retrenchment in the Legal Department. It is requested that comments, if any, may ,kindly be communicated to the Finance Department in quadruplicate by the 15th January 1951.

Sd/-
9/1/51

Secy. L.D.

Mr. Bhangara may please note on this immediately.

Sd/- P.M.LAD.
9/1.

SNT/14.6.

RETRENCHMENT.

LEGAL DEPARTMENT.

In the year 1938-39 the Legal Department had (1) eight officers viz-Secretary, Deputy Secretary, Assistant Remembrancer of Legal Affairs, Solicitor to Government, Assistant Solicitor to Government, two Assistant Secretaries and a Personal Assistant, (ii) five branches and (iii) an establishment consisting of 34 class III posts and 13 class IV posts. Since then, on account of the constitutional changes, and the abnormal increase in work in regard to legislation, opinions and litigation, the Department has grown substantially in size and on 31-3-1950 the Department had (i) fourteen officers viz. Secretary, Additional Secretary, three Deputy Secretaries, two Solicitors to Government, two Assistant Solicitors to Government, three Assistant Secretaries, one Personal Assistant (Assistant Secretary) and one Assistant Director of Civil Supplies (Legal), (ii) six branches and (iii) an establishment consisting of 87 class III posts and 29 class IV posts. The number of branches for both the years mentioned above includes one branch which is comparable to the Registry Branch of other Secretariat Departments. This branch follows a system which differs somewhat from the Maxwell System. Statement I contains a summary of posts in different categories on 31-3-1939 and 31-3-1950. The increase in staff during the last eleven years though, prima facie substantial, has been sanctioned by Government after a careful scrutiny of the report submitted by Shri P.M. Lad I.C.S., Secretary to Government and Remembrancer of Legal Affairs recommending reorganisation of the Legal Department. The principles followed by Shri Lad in making his proposals for the reorganisation of the Legal Department were briefly these : viz. (1) specialisation of work, (2) delegation of duties, (3) Co-ordination of activities, (4) recruitment with a view to ensuring a succession of specialists consistently with fair opportunities for promotion for all members of the Department. This scheme has been sanctioned by Government but has not

not been fully implemented yet. The scope for retrenchment is, however, examined with regard to the sanctioned scheme.

2. In view of the careful scrutiny which Shri Lad's Report received before the reorganisation proposals were approved by Government, in December 1948, there is naturally a limited scope for retrenchment in the establishment of the Legal Department. In pursuance of the orders regarding 5% cut in establishment, however, the following posts have been retrenched :-

(i) Three posts of Legal Assistants.

(ii) Posts of one Senior Assistant, one Junior Assistant, two clerks and one peon comprising the destruction section.

3. My proposals for further retrenchment after a scrutiny of the distributi n of work among gazetted officers and of the latest figures - for the month of November 1950 - of statistics are outlined below. These proposals have been evolved after detailed discussion with Shri Lad, Secretary to Government, Legal Department and are accepted by him. With a view to facilitate the examination of the proposals I have prepared additional statements II, and III shewing the position regarding the distribution of work under the sanctioned scheme among the various officers of the Legal Department and the distribution of staff and work among the various branches.

4. Gazetted Officers :-

(i) Additional Secretary :- The post is actually of a Draftsman at the head of the Legislation Branch. The sanctioned pay of Rs. 3,000/- per mensem is purely personal to Shri J.R. Dhurandhar who, at present, holds the post. Shri Lad mentioned that after Shri Dhurandhar relinquishes office it will not be necessary to give the present scale of remuneration to his successor who would be of a somewhat higher status than a Deputy Secretary and would be in receipt of emoluments of about Rs.2,000/- per mensem. I do not think it necessary to take into account the possible saving for this reason, at this stage, as this it will occur in ordinary course when Shri Dhurandhar vacates office.

(ii) Assistant Solicitors :- A temporary post of* Assistant to the Solicitor to Government has been sanctioned recently on account of large arrears of mofussil litigation. The present sanction to the temporary post will expire on 5th October and according to present expectation the continuance of the post of Assistant Solicitor to Government should not be required after 5-11-1951.

5. Non-gazetted staff :-

(i) A-Branch (Opinion Branch) :- The sanctioned strength of the branch is as under :-

Civil.		Criminal.	
1	Senior Superintendent	1	Junior Superintendent
1	Senior Assistant	1	Senior Assistant
1	Junior Assistant	1	Clerk.
1	Clerk.		
4		3	

The nature of work dealt with by the Senior Assistant in the Criminal Section of the Opinion Branch is of a routine nature, consisting of issue of Government Resolutions pertaining to appeals against acquittals, revision applications for enhancements of sentences and appointment of counsels. The post of Senior Assistant in that Section should therefore be downgraded to that of Junior Assistant. Further one post of clerk is susceptible of reduction.

(ii) B-Branch (Legislation Branch) :- The sanctioned strength of B-Branch - which is also called Legislation Branch - consists of 4 Superintendents, 3 Senior Assistants, 4 Junior Assistants and 4 clerks. Further temporary addition to this branch has been made for Local Rules and orders of Digest work as shown in the margin. Out of the regular staff (i.e. exclusive of the temporary posts shown in the margin) two posts of a Junior Assistant and a clerk can be reduced. These posts should, it is suggested, be retrenched.

* 1 Supdt.
1 Sr.Asstt.
1 Jr.Asstt.
1 Clerk.
4

(iii) D-Branch :- This is a Record Branch and corresponds to the Registry Branch of other Secretariat

Secretariat Departments. The sanctioned strength of the Branch is as under :-

Record.

1 Junior Superintendent
1 Junior Assistant
1 Record Keeper
1 Confidential Clerk
6 Clerks.

Library Section.

1 Junior Assistant (Librarian)
3 Clerks.

The strength of lower division clerks viz. 9 is somewhat excessive and one post of clerk should be abolished.

(iv) B- Branch (Solicitor's Branch) :- The sanctioned strength of the branch is as under :-

1 Junior Superintendent
1 Senior Assistant
2 Junior Assistants
4 Clerks.

8

In addition temporary staff consisting of one Junior Assistant and two clerks has been sanctioned in connection with the work relating to the organisation of the office of the Charity Commissioner. There is very ~~little~~ little scope for reduction in this branch except in the cadre of clerks. There are 4 clerks in the regular branch at present and the number, is much more than is ordinarily sanctioned for noting branches in the Secretariat. Normally one or two general duty clerks should suffice for a branch. It is however stated that one or two clerks are constantly busy with out-door work in connection with the Civil Suits and taxation of bills (Set cost) in the High Court, etc. Remembrancer of Legal Affairs, however, agrees to the retrenchment of one clerk from this branch.

(v) C-Branch :- The branch deals with opinion cases and scrutiny of draft notifications, orders, regulations, etc. from the Civil Supplies Department and its allied offices. It was formerly attached to the Civil Supplies Department but was transferred to the Legal Department from 1-8-1947 when the office of the Additional Director of Civil Supplies (Enforcement) was liquidated and the work

work distributed between the Police and the Legal Departments. The sanctioned strength of G - Branch which works under the supervision of Assistant Director of Civil Supplies (Legal) is as under :-

1	Superintendent
2	Senior Assistants
1	Junior Assistant
2	Clerks
1	Typists
7	

Since the Additional Director of Civil Supplies (Legal) is directly in charge of the Branch the post of Superintendent is considered unnecessary and should be retrenched.

(vi) Steno-typists :- At present there are four posts of steno-typists in addition to 3 stenographers. Most of the officers have to do work of a specialised nature which involves considerable amount of dictation. The number is nevertheless excessive and the Remembrancer of Legal Affairs agrees that one post of steno-typist can be abolished.

(vii) Typists :- There are 13 posts of typists including the head typist. The statistics of typing work for the 5 days from 27th June to 1st July 1950 show that the average outturn is 5,977 words per day. On the basis of the standard volume of typing words, viz., 7,000 words per day proposed to be prescribed for typists, two posts of typists could be retrenched. Having regard however, to the seasonal fluctuations in work, I suggest that only one post of typist should be retrenched.

(viii) Peons :- The number of peons existing on 31-3-1950 was 26. Out of these one post of a peon was abolished in pursuance of the orders regarding 5% cut in establishment. In view of the retrenchment in clerical strength proposed above, abolition of an additional post of a peon is feasible.

6. The details of the saving are shown in Statement IV. The saving on account of the retrenchment carried out and proposed works out to Rs. 10,810 during the current year and to Rs. 32,600 for full year. The annual saving works out to 7.4 per cent of the annual expenditure of Rs. 4,39,000 on the establishment (pay and dearness allowance) of the Legal Department.

Sd/-
Officer on Special Duty (Retrenchment).

SRT/16.8. Bombay, Dated, 9th January 1951.

STATEMENT I.

Statement of posts (gazetted and non-gazetted) existing on 31-3-1939 and 31-3-1950.

Category of posts (gazetted as well as non-gazetted)	No. of posts on 31-3-1939.	No. of posts on 31-3-1950.
I. Gazetted Officers:		
(1) Secretary.	1	1
(2) Additional Secretary.	-	1
(3) Deputy Secretaries.	1	3
(4) Solicitors to Government.	1	2
(5) Assistant Solicitors.	1	2
(6) Assistant Secretaries.	2	3
(7) Personal Assistant to Remembrancer of Legal Affairs.	1	1*
(8) Assistant Director of Civil Supplies (Legal).	-	1
(9) Assistant Remembrancer of Legal Affairs.	1	-
	8	14
II. Non-Gazetted posts:		
(a) Class III posts:		
(1) Senior Superintendents.	2	4
(2) Junior Superintendents.	2	7
(3) Senior Assistants.	2	12
(4) Junior Assistants.	7	13
(5) Clerks.	21	31
(6) Stenographers.	-	3
(7) Typists. (including the Head Typist).	-	113.
(8) Steno-typists.	-	4
	34	87.
(b) Class IV posts:		
(1) Chaldar.	-	-
(2) Havildar.	1	1
(3) Naik.	1	2
(4) Peons.	11	26
	13	29
GRAND TOTAL.	55	130

* Assistant Secretary.

STATEMENT II.

Showing the number of Gazetted Officers and the work allotted to them.

Designation of the Officer.	Nature of work allotted to them.
1) Secretary (All branches).	All the work of the Department other than drafting and scrutiny of principal and subordinate Legislation.
2) Additional Secretary (B Branch).	Principal and Subordinate Legislation (Draftsman).
3) Assistant Legal Remembrancer Deputy Secretary (Civil). (A branch).	All opinion work in civil matters.
4) Deputy Secretary (Criminal) (A and C branches).	All criminal matters, Appointments, etc., of Law Officers and references in that respect.
5) Deputy Secretary (Legislation branch).	Principal Legislation Subordinate Legislation on Elections and Constitutional opinions, Reprinting of Bombay Codes etc.
6) Solicitor to Government (E Branch).	Conveyancing, charity matters, small causes Court suits, Reference under Stamp Act and Sales Tax, Grant-in-aid and endorsement cases.
7) Additional Solicitor to Government. Assistant Secretary, Litigation.	——do ——
8) Assistant Secretary (B Branch).	Drafting and scrutiny of bills and Rules and elections to the Central and State Legislatures and Legislative work summoning and prerogation of House-Publication of Bills and Acts, etc., Constitutional opinions.
9) Assistant Secretary (A branch).	Opinion matters in civil cases.
10) Assistant Secretary (A, B, C, D, E and G branches).	Establishment tapal and all other administrative matters.
11) Personal Assistant Assistant Secretary (B branch)	Notifications and drafting of some Bills and reprinting work.
12) Assistant Solicitor to Government (E branch).	Civil Litigation.
13) Assistant Solicitor to Government (E branch).	——do——
14) Assistant Director of Civil Supplies (Legal) (G branch).	Legal matters concerning Rationing, Textile Control and other orders control administered by the Civil Supplies Department.

Total ...	11	10	12	31

Other Miscellaneous posts.

Typists (including Head Typist).	13
Stenographers	3
Stenotypists	4
Havildar	1
Naik	1
Peons	25
Total..	47

hsp/16/8

1	2	3	4	5	6	7
5. E- Branch.		1	1	3 (Includes 1 Jr.A. for charity work)	6 (Includes 2 clerks for charity work).	(1) Government Litigation in Small Causes Court and References in connection therewith. (2) Charity Suits in High Court and other charity matters. (3) All Conveyancing work in the City of Bombay and References in connection therewith. (4) All Conveyancing work in the Mofussil and References in connection ~~with~~ therewith. (5) Grant-in-aid cases and references in connection therewith. (6) References under the Charitable Endowment Act. (7) Cases relating to the examination of title of Government servants for house building advances. (8) Cases under the Bombay Sales Tax Act 1946 before the Sales Tax Tribunal and references in connection therewith. (9) References to the High Court under the Bombay Sales Tax Act from the Judgment of the Tribunal. (10) Preparation of Bills of costs of the Solicitor on the original Side Scale in the Charity Suits and other Charity matters.
6. G- Branch.		1	2	1	3 (includes 1 typist)	(1) Opinion cases and scrutiny of draft notifications, orders, Regulations etc. from the Civil Supplies Department and its allied offices such as Controller of Rationing's Office, P.T.C.'s Office, M.C.'s Office, C. of G.G.S's Office, F.C.'s Office, D.C.S. (Accounts). Some references relating to control matters from A. & F.D. and Labour Department are also dealt with in this Branch. Cases regarding filing of appeals against acquittal and Revision applications in the High Court. The opinion cases include cases received from the Deputy Commissioner of Police, Crime Branch II regarding prosecution matters. Miscellaneous references, direct references, references from Police Prosecutors in the District etc.

Statement III.

Statement showing (i) details of non-gazetted staff in branches and (ii) the nature of work dealt with in each branch.

Sr. No.	Name of Branch.	Supdt.	Senior Asstt.	Junior Asstt.	Clerks	Subject dealt with in the branch.
1.	A-Branch	2	2	1	2	**A - Divisions.** (1) Land Tenures. (2) Local Government Matters. (3) Education and Industries matters. (4) Land Acquisition and Requisition matters. (5) Industrial Disputes, Trade Unions, Factories matters. (6) All other cases relating to civil law. (7) References under :- (a) Extration Act, 1903 (b) Indian Press (D.P.) Act, 1931. (c) Public Security Measures Act, 1947. (d) Indian Penal Code. (8) All other cases relating to Criminal Law. **B - Litigation.** (i) Civil (1) All Government litigation in the High Court, City Civil Court and mofussil Courts and before Special Tribunals like Revenue Tribunal, Sales Tax Tribunal etc., and matters connected therewith. (2) Notices of Suits. (ii) Criminal. (1) Appeals against acquittals. (2) Criminal Revision Applications. (3) Departmental enquiries. (4) Sanction Orders.
2.	B-Branch (includes [illegible])	5	4	5	5	(1) Drafting and other technical matters relating to principal legislation.

for local rules and orders and digest work)		(3) Scrutiny of all other subordinate legislation i.e. Rules Regulations, By-laws, etc. (4) Opinion cases involving questions of Constitutional Law. (5) Elections to State Legislature and Parliament. (6) Removal of disqualifications formembership of State Legislature. (7) Rules or procedure of State Legislature. (8) All matters connected with State Legislature and Parliament. (9) Salaries and Allowances of members of State Legislature, Speaker and Dy. Speaker, Chairman and Dy. Chairman of Bombay Legislature. Powers, privileges and immunities of State Legislature, and of Members and Committees thereof. Enforcement of attendence of persons giving evidence or producing documents before Committees of State Legislature. (10) Reprinting of Bombay Code, Reprints of Acts and Local Rules & Orde (11) Questions relating to publication, sale and supply of Laws. (12) Legal professions: Questions relating to legislation on.
3. C- Branch	4 (including one Cashier and 1 Bill Clerk).	(1) Appointment and leave etc. of L.D. estt. proper and Law Officers in the Bombay City and Mofussil. (2) Budget establishment and appropriation of L.D. Proper and Law Officers. (3) Scrutiny of Bills of fees etc. of Law Officers in the State. (4) References from Law Officers. (5) Preparation of Bills and disbursement thereof L.D. Proper. (6) Maintenance of Office accounts and service books. (7) References concerning Administration and Budget. (8) Reconciliation of expenditure of Legal Dept. Proper & Law Office (9) Matters connected with stationery, forms, furniture & telephones.
4. D- Branch	11	(1) Supply of Govt. publications to officers. (2) Purchase of books. (3) Official documents. (4) Registered libraries. (5) Tours and movements. (6) Corrections to:- Codes, Acts, Manuals and other publications. (7) Coding & and decoding of telegraphs. (8) Receipts Issues Indexing and filing of confidential cases. (9) Compilation, Classification. (10) Entry and binding of files and Law Books. (11) Receipts. (12) Despatch. (13) Indexing and listing of ordinary files.

2...

Statement IV.

(Statement showing saving on account of the retrenchment proposed and carried out).

Sr. No.	Name of the branch.	Posts already retrenched and proposed to be retrenched.	Period.	Monthly saving (Pay plus dearness allowance). Rs.	Saving during the current year (Pay plus dearness allowance). Rs.	Annual saving (Pay plus dearness allowance). Rs.	Remarks.
I.	**Retrenchment carried out.**						
1.	-	3 Legal Assistants	8 months.	510	4,080	6,120	
2.	-	1 Sr. Assistant	7 "	270	1,890	3,240	
3.	-	1 Jr. Assistant	7 "	170	1,190	2,040	
4.	-	2 Clerks	7 "	240	1,680	2,880	
5.	-	1 Peon.	7 "	70	490	840	
II.	**Retrenchment proposed.**						
6.	A-Branch	Conversion of the post of Sr.Asstt. into that of Jr.Asst.	-	100	100	1,200	
		One Clerk.	-	120	120	1,400	
7.	B-Branch	One Jr. Asstt.	-	170	170	2,040	
		One Clerk.	-	120	120	1,440	
8.	D-Branch	One Clerk	-	120	120	1,440	
9.	E-Branch	One Clerk	-	120	120	1,440	
10.	G-Branch	One Superintendent	-	390	390	4,680	
11.	-	One Steno-typist	-	150	150	1,800	
12.	-	One typist	-	120	120	1,440	
13.	-	Peon.	-	70	70	560	
					10,810	32,600	

hsp/16/8

Legal Deptt.

The recommendations made in Part II of Statement IV by the Retrenchment Officer are in accordance with the proposals accepted by this Deptt. and communicated to the F.D.

The G.R.F.D.No.7935/33, dated 6.1.51, requesting the Administrative Deptts. to give immediate effect to the recommendations for retrenchment, was received on 6.1.51 and the note of the R.O. is received today. As the persons proposed to be retrenched will have to be given one calendar month's notice, it will not be possible to give immediate effect to the recommendations of the R.O. The notice will have to be given by end of the current month. The saving of Rs. 1436 shown in Part II of Statement IV for the current year on account of the staff proposed to be retrenched cannot, therefore, be effected.

If approved, the R.O. may be informed on the lines suggested in para 2 above.

Sd/- D.P.Bhagwagar.
9/1.

Secy. P.W.LAD.
9/1.

SRT/16.1.

Zonal Department.

I send my comments in quadruplicate on the report of the Retrenchment Officer.

Sd/- P.M.Ind.
9/1/51.

Secy. L.D.

SMT/16.8.

Legal Department.

The G.H.F.D. No. 7983/33, dated 6-1-50, requesting the Administrative Deptts. to give immediate effect to the recommendations for retrenchment, was received on 5-1-51 and the note of the H.O. is received today. As the persons proposed to be retrenched will have to be given one calendar months notice, it will not be possible to give immediate effect to the recommendations of the H.O. The notice will have to be given by end of the current month. The saving shown in Part II of Statement IX for the current year on account of the staff proposed to be retrenched cannot, therefore, be effected.

Sd/- P.M.Lal. 9.1.51
Secretary,
Legal Department.

SNI/13.8.

Legal Department.

The Officer on special duty (Retrenchment) has decided that the post of the Junior Superintendent which was transferred to the Legal Department from the Civil Supplies Department establishment on 1-8-47, should be retrenched. This post has been held by Shri. D.N. Pathare since 1944. He may be therefore reverted to Civil Supplies Department as a Superintendent since he belongs to that Department.

It is true that he holds a permanent post on the Original Side of the High Court but there his pay would be half of what he is drawing here. While surrendering this post the idea was that no one should be made to suffer as far as possible. When the office of the late Additional Director of Civil Supplies (Enforcement) was abolished, part of the staff was sent to Crime Branch II and part of it was taken up in Legal Department. From Crime Branch II many persons have reverted to Civil Supplies Department and even though some of them belonged to some permanent Department they have been continued in the Civil Supplies Department. It will not be out of place to state that Shri. Kaluskar and Bhapsekar who were Junior to Shri. Pathare in the office of the Additional Director of Civil Supplies (Enforcement) and who were sent to Crime Branch II, were taken back as Superintendents by the Civil Supplies Department. We may therefore request the Civil Supplies Department to take back Shri. Pathare who is Senior to the abovesaid two persons. In fact he would be now the Seniormost Superintendent on the Civil Supplies Department cadre.

After his deputation from the High Court in 1943, he has very nearly put in about 7½ years

service in the Civil Supplies Department and Legal Department combined and he has gained considerable experience of out Secretariat work. He is due to retire after about 2 years and if he reverts to his substantive post in the High Court, he would be a loser of a considerable amount both in pay as well as pension. Considering all these aspects his case deserves to be sympathetically considered by the Civil Supplies Department.

These papers may, therefore, be forwarded to the Civil Supplies Department for considering this question.

Sd/- S.R.P.
19/1

A.A.S. In view of his long attachment with the C.S.D. and the experience gained by him Shri Pathare's case deserves sympathetic consideration.

Sd/-

Secy.

SNT/16.8.

Retrenchment:

'Grant of terminal leave and gratuity to retrenched Government servants.

GOVERNMENT OF BOMBAY.

FINANCE DEPARTMENT.

Resolution No.7963/33.

Bombay Castle, 5th January 1951.

RESOLUTION OF GOVERNMENT.

Government is pleased to direct that the orders issued in Government Resolution, Finance Department, No.7933/33, dated 11th May 1950, which are applicable to persons discharged from service during the period from 1st March 1950 to 31st December 1950 should also apply to persons discharged during the period from 1st January 1951 to 31st March 1951.

By order of the Governor of Bombay,

M.D.RANGANEKAR,
Under Secretary to Government.

SNT/16.8.

Legal Department.

Submitted.

2. By this G.R. Govt. has made applicable the terms of terminal leave and gratuity sanctioned in G.R.F.D.No.7983/33, dt.11-5-50 to persons discharged from service during the period efrom 1-1-51 to 31-3-51.

3. This Department will therefore have to consider the cases of all those who have been served with notices of discharge with regard to the benefits of the terminal leave and gratuity.

Sd/-

The claims of two members Smt.Parulekar & Shri Itrag will have to be considered.

J.D.
31/1.

A.S. Would none else be eligible?

Sd/- E.P.Bhangara.
31/1.

Resubmitted.

We have served notices to six members. but One of these four members who have been selected by the P.S.C. & alletted to L.D. by the P & S. Deptt. will revert to the select list. Hence the claim of only two members mentioned overleaf ~~xxxxx~~ will have to be considered.

Sd/- J.D.
1/2

Seen.

A.S. Sd/- E.P.Bhangara.
1/2.

SHT/16.8.

IMMEDIATE.

No. 7983/33-R-1.

Finance Department,
Bombay Castle, 22nd February 1951.

Memorandum.

The under signed presents compliments to the

Chief Secretary to the Government of Bombay,
Separate Department,

and with reference to Government Circular, Finance Department No.7983/33 dated 6th January 1951, is directed to request that the issue of orders on the recommendations of the Officer on Special Duty (Retrenchment) which are accepted by his Department may be expedited.

By order of the Governor of Bombay,

Sd/-

Under Secretary to the Government of Bombay,

Finance Department.

SMT/16.8.

Very Urgent.
No.7983/33-R-1.

Finance Department,
Bombay Castle, 24th March 1951.

From

Shri M.D.Ragamekar, B.A.(Hons.),
Under Secretary to the Government of Bombay,
Finance Department.

To

The Secretary to the Government of Bombay,
Home Department.
The Secretary to the Government of Bombay,
Rehabilitation Department.
The Secretary to the Government of Bombay,
Revenue Department.
The Secretary to the Government of Bombay,
Legal Department.
The Secretary to the Government of Bombay,
Public Works Department.
The Secretary to the Government of Bombay,
Agriculture and Forests Department.
The Secretary to the Government of Bombay
Labour and Housing Department.
The Secretary to the Government of Bombay,
Local Self Government and Public Health Department.
The Secretary to the Government of Bombay,
Education Department.

Subject :- Retrenchment.

Sir,

I am directed to refer to Officer on Special Duty (Retrenchment)'s note dated 26th November 1950; 10th January 1951; 9th January 1951; 26th November 1950; 7th January 1951. 31st December 1950, 1st January 1951, 1st January 1951, 1st January 1951, 2nd January 1951, 3rd January 1951, 4th January 1951, 10th January 1951, 10th January 1951, 10th January 1951, 10th January 1951, 31st December 1950, 29th December 1950; 9th January 1951; 9th November 1950, 29th December 1950, 5th January 1951, 9th January 1951; 23rd December 1950, 31st December 1950, 5th November 1950, 9th January 1951; 30th December 1950; 12th December 1950, 6th January 1951; 22nd December 1950; on the scope of retrenchment in the Department or offices of -

the Home Department, the Sheriff of Bombay, Home Guards Organisation
the Rehabilitation Department (Secretariat)
the Revenue Department (Secretariat), the districts of Kaira, Baroda, Poona, Ahmedabad, Panch Mahals, Kolhapur, Sholapur, West Khandesh, Kolaba, Mahsana and Banaskantha, Prohibition and Excise Department, Ratnagiri District (Supplementary Note).
the Legal Department (Secretariat).
the Public Works Department (Secretariat), Architect to Government, Public Health Engineer, Director, Development Department Chawls, Public Works Department (Civil Engineering Section).

the Forest Department, Agricultural Department, Department of Animal Husbandry and Veterinary Science,
the Provincial Iron and Steel Rationing Officer,
the Town Planning and Valuation Department, Surgeon General's Office etc., Civil Hospitals etc.,
the Educational Department (Director of Public Instruction's Organisation),

(a copy of which has already been forwarded to you) and to enclose an extract of the proceedings of the meetings of the Retrenchment Committee held on the 8th and 10th March 1951 which contains the decision of the Retrenchment Committee on the Officer on Special Duty (Retrenchment)'s perposals.

I am to request that orders should not be issued implementing the decisions of the Retrenchment Committee, if orders have not been issued already. In case notices have not been issued to persons affected by the retrenchment envisaged, I am to request that the same may now be issued in accordance with the normal procedure.

2. A copy of the orders issued may please be endorsed to this Department.

Yours faithfully,

Sd/-

Under Secretary to the Government of Bombay,
Finance Department.

Accompaniment:- Extract referred to .

SNT/18.8.

Extract of the proceedings of the meeting of the Retrenchment Committee held at Bombay on 8th March 1951.

Legal Department.

"The Committee accepted the recommendations of the O. S. D. (R) contained in his note dated 9-1-1951 in respect of the Legal Department. ".

SNT/18.8.

Legal Department.
R.I.No.6066/27-3-51.

Submitted with pp.

2. The F.D. has invited attention of this Department to officer on Special Duty (Retrenchment)'s note dated 9th January (copy already sent to this Deptt.) which has been accepted by the Retrenchment Committee in its meeting dt.8-3-51. and requests that orders should now be issued implementing that decision, if orders have not been issued already and in case notices have not been issued to persons affected by the retrenchment envisaged. The same may now be issued in accordance with the normal procedure and a copy of the orders issued may be endorsed to that Deptt.

3. In accordance with the recommendations of the officer on Special Duty (Retrenchment) in his note dated the 9th January 1951. the following retrenchment of the staff was envisaged in addition to the retrenchment of three Legal Assistants and the whole of the destruction section comprising of one Senior Asstt., one Junior Asstt, two clerks and one peon. :-

(1) One post of Junior Supdt. in 'G' branch.

(2) One post of Senior Asstt. in 'A' branch down graded into that of a Junior Asstt.

(3) One post of a Junior Asstt. in 'B' branch

(4) four posts of clerks one each in 'A' 'B' 'E' 'D' and 'E' branches.

(5) One post of steno-typist.

(6) One post of Typist and

(7) One post of a Peon.

All these posts have already been retrenched by giving notices to the surplus persons and discharging them with effect from 1st March 1951. Separate orders of retrenchment of the above posts are not necessary to be issued now as such orders are issued from time to time as shown below:-

(1) By G.R.L.D. No.4759, dt. 26-3-51 the following posts have been continued for a further period of one year from 1-3-51 to 29-2-52:-

1 Senior Supdt.

3 Junior Supdt.

4 Senior Asstts.

2 Junior Asstts.

5 Clerks

1 Stenographer

1 Steno-typists

1 Typist.

This includes the retrenchment of the posts of -

1 Senior Asstt. (i.e. down grading of one S.A. into that of a J.A. and then retrenching a J.A. i.e. one post S.A. is retrenched).

3 Clerks.

1 Steno-typist.

1 Typist.

as the posts sanctioned by G.R.L.D.No.10892, dt.18-11-48 and continued by G.R.L.D. Nos. 18449, and 2316, dated 30-12-50 and 7-2-51 respectively were :-

1 Senior Supdt.

3 Junior Supdt.

5 Senior Asstts.

2 Junior Asstts.

8 Clerks.

1 Stenographer

2 Steno-typists.

2 Typists.

(2) By G.R.L.D.No. 4570, dt. 20-3-51 the following posts have been continued for a period of one year with effect from 1-3-51:-

1 A.D. C.S.(L). Since converted into that of a Senior Supdt. by G.R.L.D. No. 5365, dt. 8-4-51.

2 Senior Asstts.

1 Junior Asstt.

2 Clerks.

1 Typist.

2 Twe peons.

This includes the retrenchment of one Junior Supdt. as the posts last extended by G.R.L.D. No. 3552, dt. 14-3-50 comprised of ——

1 A.D.C.S.(L.).

1 Junior Supdt.

2 Junior Asstts.

1 Junior Asstts.

2 Clerks.

1 Typist

2 Twe peons.

(3) The question of retrenchment of a post of peon does not arise as the number of peons in an office depends upon the number of officers & the staff. That question is referred to the F.D. separately.

(4) This leaves a post of Clerk to be retrenched and in this connection it is pointed out that one post of a clerk continued from time to time upto the end of February 1951. by G.M.L.D. No.12043, dt. 23-8-50 has not been continued further and thus the retrenchment proposal has been completed in its entirety.

4. If approved the F.D. may be informed as proposed in pa para 3 overleaf, as amended .

Sd/- S.V.D.
16/4.

S.S. Sd/-
17/4.

A.S.(Adm).

Instead of informing the F.D. on the above lines it will be better to issue a self contained memo showing therein all the posts that have been retrenched so far. Accordingly a memo is put for approval.

In this connection attention is invited to the accompaniment to the D.O. received from Secy. F.D. wherein it is stated that the post of Asstt. to the Selr. for Mofussil Litigation which is created for a period of one year upto 5.11.51 should be retrenched on 6.11.51, which is based on the note dated 9.1.51, ~~xxxxxxx~~ of the officer In-Charge Spl. Duty (Reb). There is

There is noting on the record to show that L.D. had agreed to this. From the G.R. creating the post of the Asstt. to the Selr.(M.L.) it will be seen that the said post was created for a period of one year in the first instance. It is therefore for orders whether we should include this post in the memo proposed to be issued at p. 91 post.

J.D.
21-4.

Addl. Secy.

Secy.(LD). agreed.
J.R.Dhurandhar.
21/4.

SMT/18.8.

No. 6571

Legal Department,
Bombay Castle, 25th April 1951.

Subject :- Implementation of the decisions of the Retrenchment Committee.

MEMORANDUM.

The undersigned presents compliments to the Accountant General, Bombay and is directed to state that the following posts as per sanction mentioned against each have been retrenched:-

I 5% cut.

Posts & scale.	No. and date of sanction.	Remarks.
3 Legal Assistants in 120-10-200 E.B. 10-250.	5195, 17-4-50	Posts not filled at all from the time of their creation.
1 Senior Assistant 210-15-300. 1 Junior Assistant 120-10-250 2 Clerks 75-5-140-8-220. 1 Peon 35-1-40.	9187, 29-8-49	Discontinued from 1-8-50.

II. Retrenchment proposed by Retrenchment Committee and accepted by Legal Department.

Assistant Solicitor for mofussil litigation.	14455, dt/ 14-10-50.	Finance Department has held that the post should be retrenched from 6-11-51. The question whether this post should be continued thereafter will be considered later on regard being to the state of the work.
1 Senior Assistant 210-15-300 (down graded) as Junior Assistant and then retrenching 1 Junior Assistant the net result is retrenchment of one Sr.Assistant).	10892, dt/ 18-11-48.	Retrenchment effected from 1-3-51 and the retrenched posts were dropped from fresh sanction vide G.R.L.D. No.4759, dt/26-3-51.
3 Clerks.	-do-	-do-
1 Steno typist 75-5-140-8-220 plus special pay of Rs. 30.	-do-	-do-
1 Typist 75-5-140-8-220.	-do-	-do-
1 Clerk -do-	12043, 23-8-50	Post not continued from 1-3-51.
1 Jr. Superintendent 320-20-440.	3553, 14-3-50	Post retrenched from 1-3-51, and omitted from fresh sanction vide G.R.L.D.No.4570, dated, 20-3-51.

1 Poon 35-½-40.	3374 dt/29-3-49.	Post retrenched from 1-3451 vide G.R.L.D.No.4759, dated 26-3-51.

2. The orders issued in Government Resolution, Legal Department No. 5365, dated the 4th April 1951 have been arrived at after taking into consideration the retrenchment already carried out.

By order of the Governor of Bombay,

J.D.
25/4.

Assistant Secretary to Government.

To

The Accountant General, Bombay (through Finance Department).

Copy to the Finance Department with reference to its letter No. 7983/33-R.-I dated 24-3-51.

Submitted for signature.

Sd/- S.V.D.
25/4

A.S.(Adm).

SMT/18.8.

D.O.No. 7983/33.
Finance Department,
Secretariat,
Bombay, 18th April , 1951.

Dear Shri J.R.Dhurandhar,

I enclose a statement showing the retrenchment carried out by you in compliance with the orders in Government Resolution, Finance Department, No. 7983/33, dated 5th May 1950 or otherwise, and the further retrenchment to be effected in accordance with the suggestions of the Officer on Special Duty (Retrenchment). You are requested to carry out the retrenchment (in case it has not already been carried out) and inform the undersigned within a week of receipt of this letter that necessary action has been taken.

Yours sincerely,

Sd/-

for (P.V.R. Rao).

Shri J.R.Dhurandhar, O.B.E.,
Secretary to Government,
Legal Department and Remembrancer
of Legal Affairs,
Bombay.

SNT/16.8.

Statement.

The Legal Department.

Serial No.	Particulars.		No. of posts retrenched or converted.
	I. Retrenchment carried out in pursuance of the orders regarding 5 per cent cut in establishment.		
1.	Legal Assistants.		3
2.	Senior Assistant	Comprising the destruction section.	1
	Junior Assistant		1
	Clerks.		2
	Peon		1
	II. Retrenchment agreed to after discussion with O.S.D.(R).		
3.	Assistant Solicitor for mofussil litigation.		1* (*The post is to be retrenched from 5-11-51 after expiry of the present sanction).
4.	(a) Conversion of the post of Senior Assistant into that of a Junior Assistant.		1
	(b) Clerk (Criminal Section of the Opinion Branch).		1
			1
5.	Junior Assistant	From B. Branch.	1
	Clerk		
6.	Clerk (From D Branch).		1
7.	Clerk. (From E Branch).		1
8.	Superintendent (G-Branch).		1
9.	Steno-typist.		1
10.	Typist.		1
11.	Peon.		1
			19

D.O.No. 6642.
Legal Department,
Secretariat,
Bombay, 15th April ' 51.

Dear Shri P.V.R.Rao,

Reference your D.O.No. 7983/33, dated the 13th instant.

Retrenchment -

Reference in accordance with the suggestions of the Officer on Special Duty (Retrenchment) has already been effected. A copy of Government Memorandum, Legal Department No.6571, dated the 25th April 1951 in this connection is sent herewith for reference.

Sd/-
25/4.

Shri P.V.R.Rao, I.C.S.,
Secretary to Government,
Finance Department,
Bombay.

Submitted with a reply to the D.O. letter at page 1 ante for approval & signature.

Sd/- S.V.D.
25/4.

A.S.(Adm).

S.D.
25/4.

Secy.

SMT/18.8.

Retrenchment.
Submission of various returns
in connection with ——.

GOVERNMENT OF BOMBAY.

FINANCE DEPARTMENT.

Circular No.7983/33.

Bombay Castle, 28th September 1951.

CIRCULAR OF GOVERNMENT.

Pending the implementation of the recommendations of the Officer on Special Duty (Retrenchment) on the scope of retrenchment in various Departments and Offices, the Heads of Departments were directed to continue to submit, until further orders, the monthly reports in respect of the posts abolished, surrendered or kept vacant, prescribed in Government Circular, Finance Department No. 7983/33, dated 29th May 1950, vide paragraph 2 of Government Circular, Finance Department, No. 7983/33, dated 19th January 1951. As the programme of retrenchment is almost completed, Government is pleased to direct that the submission of the monthly reports prescribed under Government Circular, Finance Department No.7983/33, dated 29th May 1950, and continued under Government Circular, Finance Department, No.7983/33, dated 19th January 1951, should be discontinued with effect from the date of these orders.

2. The Heads of Offices were directed to submit to the Heads of Departments all cases of transfers of persons who have served for less than three years in their posts with reasons for such transfers, vide paragraph 4(i) of Government Circular, Finance Department, No.7983/33-II, dated 27th March 1950. In pursuance of the orders issued to emphasise the observance of the general instructions contained in Government Circular, Finance Department, No.7983/33, dated 27th March 1950, the Heads of Offices are, except under compelling reasons of public interest required to avoid injudicious transfers, or transfers at short intervals of Government servants. Government is, therefore, pleased to direct that the submission of reports prescribed in paragraph 4(i) of Government Circular, Finance Department, No.7983/33-II, dated 27th March 1950, should also be discontinued with effect from the date of these orders.

^ your circular F.D. No. 7983/33 dt. 19th Jan 1951 which.

By order of the Governor of Bombay,

M.MISBAH,
for Secretary to Government.

SNT/12.8.

IMMEDIATE.
No. 7983/33-R-1.

Finance Department,
Bombay Castle, 15th January 1951.

From

Shri P.V.R. Rao, I.C.S.,
Secretary to the Government of Bombay,
Finance Department.

To

All Heads of Departments.

Sir,

I am directed to state that up to date information in respect of the following aspects of the retrenchment drive recently launched by Government has to be furnished to the Legislative Assembly and Legislative Council in reply to the questions put or proposed to be put by the Honourable Members :-

(1) What is the number of persons retrenched in the State in Greater Bombay, and each district seperately ?

(2) How many officers, clerks and workers (i.e. Class IV servants) were retrenched from all Government Departments in the State as a result of the recent economy drive?

(3) How many of the persons are from the Secretariat?

(4) How many of them are Gazetted officers?

(5) How many of the retrenched persons were drawing less than 200 rupees per month?

(6) How many of them were drawing Rs. 100 or less per month?

(7) How many of the retrenched persons were superannuated but were given extension?

(8) How many Harijans are there among the retrenched Government servants?

(9) How many Harijans have been retained as a result of the orders issued in Government Resolution, Finance Department, No. 7983/33 dated 23rd June 1950, which give partial protection to Government servants belonging to Backward Classes ?

I am therefore to request you to furnish complete and upto date information in the accompanying form so far as your for as your Department is concerned immediately and in any case not later than 24th of January 1951. The information should be in respect

The information should be in respect of persons discharged as a positive measure of retrenchment and should exclude persons whose services were terminated because of the expiry of the sanction for the scheme or establishment on which they were working or for other reasons unconnected with retrenchment.

Yours faithfully,

Sd/-

For Secretary to the Government of Bombay,
Finance Department.

SNT/20.8.

Legal Department.
R.I.No. 1270
19-1-51.

Submitted.

2. The F.D. requests information regarding retrenchment in form at page 5 ante.

3. The staff already retrenched and proposed to be retrenched is shewn on statement put up below in loose papers slipped T. This has been shewn in the form at 5 ante and may be supplied to the F.D. A draft Memo is put up for approval and signature.

Sd/-
22/1/51.

A.R.S. Sd/- E.P.Rhangara.
22/1.

SNT/20.8.

Accompaniment to Government Letter, Finance Department,
No. 7983/33, dated 15th January 1951.

Name of the Department :- Legal Department.

S.No.	Name of the District.*	No. of Gazetted officers (with designation).		No. of non-gazetted Government servants discharged.					No. of Harijans retrenched.	No. of Harijans retained as a result of orders in G.R. F.D.No. 7983/33 dt/ 23rd June 1950.	No. of Back ward Cl. Govt. Servants (Other than Harijans retrenched.	No. of back-ward Cl. Govt. servants (other than Harijans) retained as a result of orders in G.R. F.D.No. 7983/33, Dt/23rd June 1950.
		Reverted to lower posts.	Discharged.	Persons drawing Rs. 200 and above per mensem.	Persons drawing between Rs.101 & Rs.199 per mensem.	Persons drawing Rs.100/- & less		Total				
						Class III Govt. servants	Class IV Government Servants.					
1	2	3	4	5 @	6	7	8	9	10	11	12	13
	Bombay L.D.		-	3	13	-	2	18	-	-	-	-

* The number of persons discharged in each district (i.e. Revenue District) and Greater Bombay should be indicated separately.

@ The amount specified in columns 5 to 8 should be taken to include actual pay drawn plus dearness allowance.

SNI/20.8.

No. 1465

Legal Department,
Bombay Castle, (Bombay No. 1), 23rd January 1951.

Subject :- Retrenchment.

Memorandum.

The undersigned presents compliments to the Secretary to Government, Finance Department, and with reference to his letter No. 7983/33-R- 1, dated the 15th January 1951, is directed to forward herewith, a statement in the appended form of the persons already retrenched and proposed to be retrenched from this Department. Of these eight have been retrenched long ago and the remaining ten will be discharged with effect from 1-3-1951.

By order of the Governor of Bombay,

Sd/- E.P.Bhamgara.

Assistant Secretary to Government.

To

The Secretary to Government,
Finance Department.

SNT/20.C.

IMMEDIATE.
No. 7983/33-R-1.

Finance Department,
Bombay Castle, 24th January 1951.

From

Shri M.D.Ranganekar, B.A.(Hons.),
Under Secretary to the Government of Bombay,
Finance Department.

All Heads of Departments.

Subject:- Legislative Assembly and Legislative Council Questions:

Information required in connection with -

Sir,

I am directed to refer to Government Letter, Finance Department, No. 7983/33-R-1, dated 15th January 1951, and to request that the requisite information may be sent to this Department immediately, if not already done.

2. From the replies received in the Department so far, it is noticed that information in respect of superannuated persons asked for at item (7) in the letter has not been furnished by several officers. I am, therefore, to request you to state the number of re-employed pensioners if any, who have been retrenched (if this information is not already given).

Yours faithfully,

Sd/-

Under Secretary to the Government of Bombay.
Finance Department.

To

All Heads of Departments under the several Departments of the Secretariat,

All Departments of the Secretariat.

Submitted with pp.

2. Our reply has issued on the 23rd January vide with p 13 ante. It was sent in the prescribed form as per para 2. of the Memo. at p. 3 ante. However, information now called for may be sent to the effect that these were will be re-employed pensioners in this Department and as such the question of their retrenchment does not arise. A draft is put up.

Sd/-
31/1/51

A.S.

SNT/20.8.

No. 1966

Legal Department,
Bombay Castle, (Bombay No. 1), 1st February 1951.

Subject:- Legislative Assembly and Legislative Council questions.
Information required in connection with -

MEMORANDUM.

The undersigned presents compliments to the Under Secretary to Government, Finance Department and with reference to para 1 of his letter No. 7983/33, dated the 24th January 1951, is directed to invite his attention to this Department Memorandum No. 1465, dated the 23rd January 1951, which gives the necessary information.

As there were no re-employed pensioners in this Department the question of their retrenchment does not arise.

By order of the Governor of Bombay,

Sd/- E.P.Bhangura.

Assistant Secretary to Government.

To

The Under Secretary to Government,
Finance Department.

SNT/20.8.

IMMEDIATE.

Contingencies, travelling allowance and pay :

Reduction in expenditure on —

Government of Bombay.
Finance Department.
Circular No.7983/33.
Bombay Castle, 10th April 1950.

CIRCULAR OF GOVERNMENT.

In paragraph 2 of Government Circular No.7983/33-II dated 27th March 1950, Heads of Departments have been directed to examine whether it is essential to fill vacant posts in regular establishments or newly sanctioned posts before granting sanction to appointment to such posts. It has also been directed in paragraph 3(i) of the Circular referred to that articles of special contingencies and new furniture should not be purchased, even though sanctioned by the competent authority, without a further review and fresh approval of the Heads of Departments concerned. Heads of Departments are now requested to forward to this Department at the beginning of each month, commencing from May 1950, separate reports in respect of (a) the vacant or newly sanctioned posts appointments to which have been permitted by them and (b) the articles of special contingencies or items of furniture, purchase of which has been approved by them, with detailed justification for the grant of their approval in each case.

By order of the Governor of Bombay,

Sd/-

Officer on Special Duty (Retrenchment).

SRT/20.8.

Legal Department.
R.I.No.5613 of 1-4-50
and 6520 of 15-4-50.

Submitted.

2. Government has decided to impose a lump cut of 12½ per cent in Contigent expenditure and T.A. other than permanent travelling allowance and 6¼% in establishment charges, and desires that the expenditure is accommodated within the reduced grant by observing strict economy. It is extremely unlikely that supplementary grants or additional funds will be made available for these purposes and no additional expenditure should in any circumstances be incurred without obtaining Government's prior sanction. The following measures are suggested for economy. —

(1) Cut in pay .- Pending the Special Officer's investigation and suggestions about measures to effect immediate retrenchment in staff without impairing the efficiency of administration, no vacant posts in regular establishments are to be filled or appointments made to posts newly sanctioned by Government without prior sanction of the Heads of the Department who in his turn has to examine whether it is essential to fill the posts immediately or to postpone for about four months without appreciable administrative inconvenience.

(2) Cut in contigent expenditure -

(i) Articles of special contigencies and new furniture should not be purchased even though sanctioned by the competent authority, without a further review and fresh approval of the Head of the Department who in his turn should examine the escapability.

(ii) Only the minimum quantities of articles of contigencies necessary for immediate

immediate requirements are to be purchased and no purchases are to be made without proper sanction except for meeting unforseen emergencies.

(iii) Articles which are supplied by the Superintendent Government Printing & Stationery should not be purchased directly. Articles of furniture should as far as possible be obtained from jails or recognised institutions. In cases where articles are to be purchased through the Store Purchasing Officer, for example they should not be ordered from other sources.

(iv) Expenditure on telegrams, telephone and trunk telephone calls as also on stationery and postage stamps should be reduced to the absolute minimum.

(v) Previous orders pointing out ways of effecting economy in contigent expenditure such as

(a) registered post not to be used when ordinary would do; to use peons instead of posts between officers in the same station, not to over-stamp packages;

(b) unless absolutely necessary from the point of economy no request for articles such as bicycles, clocks, typewriters, duplicaters, telephones and the like.

(c) Costly publications such as Times of India Directory and Indian Year Book -should not be purchased locally on payment.
(2) no post boxes should be rented;
(3) work of dusting of office should be done by inferior establishments.
(4) indiscriminate purchase of furniture should be avoided.
(5) In the cases of touring officers private kit is carried along with office kit while submitting vouchers for carriage of office kit, a certificate should be given to the effect that the kit conveyed did not contain the private kit.

(6) Articles intended for personal use such as fountain pens, attache cases, ashtrays and others should not be purchased at Govt. cost.

(d) Unnecessary long official advertisements should be avoided.

(e) To exercise utmost economy in paper and stationery.

(3) Cut in T.A.- Injudicious transfers should be avoided. Touring Officers should plan their tours properly and should not return frequently to headquarters except on grounds of public work.

3. In order to ensure strict observance of the above instructions the procedure as in para 5 of the F.D. G.R. at p. 2 ante and as in the F.D.G.R. at p. 7 ante is prescribed. This Department has no heads of departments under its administrative control and hence the functions of the Head of Department fall on the Department proper. We are receiving monthly statements of expenditure from the offices under out control. Now we will have to scrutinize these statements with a view that expenditure from month to month is not too rapid or disproportionate to the grants. In cases in which expenditure is being incurred too rapidly suitable instructions will have to be issued to offices concerned directing them to exercise stricter control over expenditure and a copy thereof will have to be sent each to the A.G. and F.D. A compiled statement of expenditure under detailed heads based on monthly statement received will have to be submitted to the A.G. and F.D. after close of every quarter by 20th of the month following the quarter. Thus first statement will have to be sent by 20-7-50. We will have to submit to the F.D. each month from May 1950 onwards reports in respect of (a) the vacant or newly sanctioned posts appointments to which have been permitted; (b) the articles of special contigencies or items of furniture, purchase of which has been approved with detailed justification for the grant of their approval,, in each case.

Sd/- S.V.D.
18/4.

S.S. J.D.
20/4.

A.S. B.D.Pandit.
24/4/50.

D.S. Sd/-

Secy. Sd/- P.M.LAD.
24/4.

SMT/20.8.

IMMEDIATE.

Retrenchment.
Review of the position regarding posts to be filled through the Commission Consequent on the scheme of ....

GOVERNMENT OF BOMBAY,
Political and Services Department,
Circular Memorandum No.2048/34,
Bombay Castle, 6th May 1950.

CIRCULAR MEMORANDUM.

It has been ordered in paragraph 2 of Government Resolution, Finance Department, No.7983/33-II, dated the 27th March 1950, that pending investigation by the Special Officer for retrenchment no vacant posts in regular establishments should be filled or appointments made to posts newly sanctioned by Government unless it is essential to fill such posts. The Departments of the Secretariat must have asked the Public Service Commission to advertise several posts which are either lying vacant in the regular cadres or which were newly created before the issue of these orders and as a result of these orders they may decide not to fill some of these posts. With a view to avoiding unnecessary waste of time and expenditure to the Commission and also inconvenience to the candidates all Departments of the Secretariat are requested to review immediately so far as they are respectively concerned the position in regard to all the posts which they have asked the Commission to advertise and in respect of which the Commission has not made any recommendations and to give intimation to the Commission forthwith and in any case within a fortnight of the receipt of this Circular Memorandum of all cases in which it is probable that the posts will be left unfilled for the present.

By order of the Governor of Bombay,

M.D. Hunt.

Chief Secretary to the Government of Bombay,
Political and Services Department.

SNT/20.8.

Legal Department.
R.I.No.6169 of 10-5-50.

Submitted.

2. According to para 2 of the F.D. circular No. 7983/33-II, dated 27-3-50 pending investigation by the Special Officer for retrenchment no vacant posts in regular establishments should be filled or appointment made to posts newly sanctioned by Government, unless it is essential to fill such posts. Assuming that before issue of the F.D. orders, Secretariat Departments must have asked the Public Service Commission to advertise several posts either lying vacant in the regular cadres or newly created and as a result of these orders, they may decide not to fill some of these posts, the F. & S.D., with a view to avoiding unnecessary waste of time and expenditure to the Commission and also in - convenience to the candidates, requests the Departments to review the position in regard to all the posts and to give intimation to the Commission of all cases in which it is probable that the posts will be left unfilled for the present.

3. This Department has asked the Commission to advertise only for two posts of Stenotypists and the Commission has not made any recommendations so far in this respect. These posts had remained unfilled as the candidates with requisite qualifications were not forthcoming and appreciable inconvenience is caused to the Department. It is, therefore, not possible to carry on the work without filling in these posts even for a short time and hence no intimation is necessary to be given to the

to be given to the Commission in this respect.

Sd/- S.V.D.
10/5.

S.S. J.D.
13/5.

A.S.

Secretary B.D.Pandit
13/5.

P.M.LAD.
13/5.

SNT/20.8.

Immediate.

Finance Department,
Bombay Castle, 17th May 1950.

No.7983/33-R-1.

To

All Heads of Departments.

Subject:- Contingencies, travelling allowance and pay:
Reduction in expenditure on ---.

Sir,

I am directed to invite your attention to Government Circular, Finance Department, No.7983/33, dated 10th April 1950 on the above subject and to request that the information called for therein may please be furnished for the month of April (due in the first week of May) 1950 immediately, if not already sent.

Yours faithfully,

Sd/-

Under Secretary to the Government of Bombay,
Finance Department.

SMT/20.8.

Local Deptts.
R.I.No.9009
25-5-50.

Submitted with pp.

2. This is a reminder from the F.D. to the circular in which all heads of Deptts were asked to forward to the GF.D. at the begining of each month, commencing from May 1950 separate reports in respect of —

(a) the vacant or newly sanctioned posts appointments to which have been permitted by them and

(b) the articles of special contigencies or items of furniture, purchase of which has been approved by them with detailed justification for the grant of their approval in each case.

3. No vacant or newly sanctioned posts were filled in nor article of special contigencies or items. of furniture were purchased in L.D. during the month of April. The F.D. may be informed accordingly.

Sd/- S.V.D.
30/5.

S.S. J.D.
1/6

A.S. Sd/- E.P.Rhamgara.
2/6

Secy. (for information) P.M.LAD.
3/6.

SNT/20.5.

Pay :

Reduction in expenditure
[redacted].

Government of Bombay.
Finance Department.
Circular No.7983/33.
Bombay Castle, 19th May 1950.

All Heads of Departments and Heads of Offices are requested to note that the term "vacant posts" in paragraph 2 of Government Circular, No.7983/33-II, dated 27th March 1950, includes leave vacancies.

By order of the Governor of Bombay,

Sd/-

Officer on Special Duty (Retrenchment).

SNT/20.8.

Legal Department.
R.I.No. 9353
1-6-50.

Submitted with pp.

2. The F.D. now states that the term 'vacant posts' in para 2 of G.C.F.D. No. 7983/33-II, dt.27-3-50, includes leave vacancies.

3. In view of this clarification reply, to F.D. reminder at p. 17 ante, as suggested in para 3 of the office note at page 20 ante, requires modification.

4. During the month of April 1950 the following leave vacancies have been filled in :-

(1) leave granted to Shri R.T.Katarki, A.L.R. from 29th April 1950 till 31st May 1950.

(2) leave granted to Shri Phadnis, a clerk from 1st to 6th April 1950.

(3) leave granted to Shrimati Karkhanis, a clerk, from 7th to 30th April 1950.

(4) leave granted to Shri N.K.Joshi a clerk, from 1st to 17th April 1950.

(5) leave granted to Shri K.B.Patel, a clerk from 1st to 30th April 1950.

It is therefore for orders whether detailed justification for grant of approval for filling in these leave vacancies should be given along with the report of vacant posts appointments to which have been permitted by the trade of the Department or it should be stated that this Department was not aware that the term 'vacant posts' includes leave vacancies and hence the appointments in these leave vacancies have been permitted.

Sd/- S.V.D.
6/6.
S.S.

All the leave vacancies mentioned overleaf occured & were filled in in the month of April 1950 i.e. before F.D.'s clarification of 'vacant posts' was communicated by Cir. No.7988/33, dt.19/5/50 on 30/5/51.
F.D. may be informed accordingly.

J.D.
8/6. Reports in respect of matters specified in F.D. Circular No.7983/33, dated 10-4-50 should have been sent to F.D. by the begining of May. and also for the month of May. These reports should be put up, and the papers may then be submitted. to Secy.

Sd/- E.P.Bhangara.
8/6.

Resubmitted with the reports for April & May 1950 for approval & signature.

Sd/- S.V.D.
13/6

S.S. J.D.
13/6. The draft reply on the lines of note is ~~xxx~~ put up for

A.S.
E.P.Bhangara,
13/6 signature. It contains the information required by L.D. Circular No.7983/33, dt.10-4-50.

Secy.

SNT/20.8.

No. 8018
Legal Department,
Bombay Castle (Bombay No. 1), 14th June 1950.

Subject:- Reduction in expenditure on Contigencies, travelling allowance and pay.

MEMORANDUM.

The undersigned presents compliments to the Officer on Special Duty (Retrenchment), Finance Department and with reference to his circular No. 7983/33, dated the 10th April 1950, on the above subject is directed to state that during the months of April and May 1950, no articles of special contigencies or items of furniture were purchased nor any vacant or newly sanctioned posts were filled in by this Department except the following leave vacancies :-

April 1950.

One leave vacancy of a Gazetted Officer from 20th April to 31st May 1950.
four short leave vacancies of clerks.

May 1950.

three short leave vacancies of two clerks and one typist.

All these leave vacancies occured and were filled in the months of April and May 1950 i.e. before the Finance Department's clarification of 'vacant posts' was communicated by circular No. 7988/33, dated the 19th May 1950 which was received in this Department on the 30th May 1950.

By order of the Governor of Bombay,

Sd/- P.M.LAD.

Secretary to Government.

To

The Officer
on Special Duty, (Retrenchment),
Finance Department.

SNT/20.6.

Legal Deptt.
R.I.No. 11217
3-7-50.

Submitted. with pp.

2. Please see this Deptt. memo No. 8018, dt. 14-6-50 and the F.D.'s remarks thereon, at para 1 ante.

3. In reply the F.D. may be informed as follows:-

The duration of leave vacancies was —

April 1950.

(1) from 8th March to 6th April 1950 = 30 days.

(2) from 7th April to 6th May 1950 = 30 days.

(3) from 1st to 17th April 1950 = 17 days.

(4) from 1st to 30th April 1950 = 30 days.

May 1950.

(1) from 1st to 20th May 1950 = 20 days (Substitute taken for 14 days).

(2) from 15th to 31st May 1950 = 17 days (Substitute taken for 10 days.)

(3) from 11th to 31st May 1950 = 21 days (Substitute taken for 11 days).

Sd/- S.V.D. 3/7. As in para 3 above.

S.S. J.D 6/7

A.A.S. Sd/- E.P.Ehamgara. 7/7

SNT/20.8.

Legal Department.

Seen and returned.

In the month of April 1950, the duration of vacancies in the case of three vacancies was for 30 days and in one case for 17 days. Similarly in the month of May 1950 the duration of vacancies was for 17, 20 and 21 days respectively but the substitutes were engaged for 10, 14 and 11 days respectively.

Sd/- E.P.Bhargava.

Assistant Secretary to Government.

U.R. to F.D. (R.I.) No. 9535, dated the 8th July 1950.

SNT/20.6.

Local Department.

Submitted.

2. Accordingly to G.C.F.D.No. 7983/33, dt.10-4-50 at p. 7 ante, at the beginning of every month all heads of departments have to forward a report to F.D. in respect of -

(a) the vacant or newly sanctioned posts appointments to which have been permitted by them and .

(b) the articles of special contigencies or items of furniture, purchase of which has been approved by them, with detailed justification for the grant of their approval in each case.

3. During the month of June 1950 no vacant or newly sanctioned posts were filled in.However against the book grant of Rs. 3500/- Canada Supreme Court Reports 1876-1909 worth Rs. 1300/- and Criminal Law Journal one set of Volumes 1 to 50 worth Rs. 700/- were purchased. This Contingent expenditure was absolutely necessary as due to the introduction of the new Constitution of India such books had to be purchased on Constitutional Law and other relevant subjects in order to keep upto-date the library of this Department.(So as to be able to refer to these books when questions on these entirely new matters crop up).

4. If approved the report afor the month of June 1950 may be made to the officer on Special Duty (Retrenchment) in terms of para 3 above.

Sd/- S.V.D.
10/7

S.S. J.D.
10/7

A.A.S. I agree to the proposed reply.

Sd/- E.P.Bhangara.
10/7

Secy. Sd/- P.M.LAD.
11/7.

SNT/20.8.

No. 9796

Legal Department.

Bombay Castle (Bombay No. 1), 12th July 1950.

MEMORANDUM.

The undersigned presents compliments to the Officer on Special Duty (Retrenchment), Finance Department and with reference to his circular No. 7983/33, dated the 10th April 1950, on the above subject is directed to state that during the month of June 1950 no vacant or newly sanctioned posts were filled in. However as against the book grant of Rs. 3,500/- Ca nada Supreme Court Reports 1876-1909 worth Rs. 1,300/- and Criminal Law Journal one set of volumes 1 to 50 worth Rs. 700/- were purchased. This contigent expenditure was absolutely necessary as due to the introduction of the new Constitution of India such books had to be purchased on constitutional Law and other relevant subjects in order to keep up-to-date the library of this Department.

By order of the Governor of Bombay,

Sd/- P.M.LAD.

Secretary to Government.

To

The Officer
On Special Duty (Retrenchment),
Finance Department.

Submitted for approval & signature.

Sd/- S.V.D.
11/7

S.S. J.D.
11/7

A.A.S. B.P.B.
11/7

SNT/20.8. Secy. (for signature).

Legal Department.
L.I.No.12583
21-7-50.

Submitted with pp.

2. The F.D. (R.I.) now remarks that the vacancies of less than one month could have conveniently been kept unfilled and adds that this may be done in future as far as possible.

3. This may be noted for future guidance and the papers may be seen and returned.

Sd/- S.V.D.
21/7

S.S. J.D.
21/7

A.A.S. E.P.B.
21/7

SNT/20.8.

Legal Department.

Seen and returned.

Sd/- E.P.Bhanga

Assistant Secretary to Govt.

U.R. to F.D.(R.I.) No. 10417 dated the 24th July 1950.

BM/20.8.

Retrenchment:
Submission of various returns and reports in connection with —

GOVERNMENT OF BOMBAY.

FINANCE DEPARTMENT.

Circular No. 7983/33.

Bombay Castle, 19th January 1951.

CIRCULAR OF GOVERNMENT.

Read—

Government Circular, Finance Department, No. 7983/33-II, dated 27th March 1950;

Government Circular, Finance Department, No. 7983/33, dated 10th April 1950; and

Government Circular, Finance Department, No. 7983/33, dated 29th May 1950.

In order to implement the lump cut of 12½ per cent. in contingent expenditure and travelling allowance other than permanent travelling allowance and 6¼ per cent. cut in establishment charges (i.e. pay of officers and establishment and dearness allowance) imposed in Government Circular, Finance Department, No. 7983/33-II, dated 27th March 1950, and with a view to ensuring strict observance of the various instructions issued in that connection, Government has directed the submission of the following returns by the Heads of Departments and the Accountant General, Bombay :—

(i) Monthly statement of expenditure under the detailed head "Travelling Allowance (Ordinary)" under the primary unit "Allowances, Honoraria etc." and under all detailed heads under the primary unit "Contingencies" to be submitted by disbursing officers to the Heads of Departments and Controlling Officers, vide paragraph 5(i) of Government Circular, Finance Department, No. 7983/33-II, dated 27th March 1950;

(ii) Quarterly statement of expenditure under the detailed heads mentioned above, based on the monthly statements received from the disbursing officers to be submitted by the Heads of Departments and Controlling Officers to the Accountant General, Bombay, the Administrative Department and the Finance Department, vide paragraph 5 (ii) of Government Circular, Finance Department, No. 7983/33-II, dated 27th March 1950;

(iii) Monthly statements showing expenditure under the detailed head "Travelling Allowance (Ordinary)" and the primary unit "Contingencies" to be forwarded by the Accountant General, Bombay, to the Finance Department, vide paragraph 5(iv) of Government Circular, Finance Department, No. 7983/33-II, dated 27th March 1950.

(iv) Monthly reports in respect of the vacant or newly created posts appointments to which have been permitted by the Heads of Departments, vide Government Circular, Finance Department, No. 7983/33, dated 10th April 1950;

(v) Monthly reports in respect of the articles of special contingencies or items of furniture purchase of which has been approved by the Heads of Departments, with detailed justification for the grant of their approval in each case, vide Government Circular, Finance Department, No. 7983/33, dated 10th April 1950;

(vi) Monthly reports in respect of the posts abolished, surrendered or kept vacant, to be submitted by all Heads of Departments (excluding officer of the High Court, Bombay), vide Government Circular, Finance Department, No. 7983/33, dated 29th May 1950.

As the programme of retrenchment is almost completed Government has considered whether the various reports and returns mentioned above should continue to be submitted and is pleased to direct that the submission of the reports and returns mentioned at items (i) to (v) should be discontinued with effect from the date of these orders. Government, however, desires to emphasise

emphasise that the various instructions contained in Government Resolution Finance Department, No. 7963/33-II, dated 27th March 1950, for accommodating the expenditure within the reduced grants should continue to be observed ... and is pleased to prescribe the following revised procedure to ensure that the expenditure under detailed head "Travelling Allowance (Ordinary)" and under all details heads under the primary unit "Contingencies" does not exceed the budget grants under these detailed heads :-

(a) Heads of Departments should fix limits of expenditure to be incurred during each quarter of the financial year on the basis of the total budget grant under the detailed heads mentioned above and see that the expenditure is not incurred at too rapid a rate. The Heads of Departments should also ensure that the limits prescribed by them are not exceeded without their prior approval and that the subsequent expenditure is correspondingly reduced to be within the limits of the budget grants

(b) Re-appropriation to augment the grants under the detailed heads mentioned above should not be made without the prior approval of the Finance Department.

2. The monthly reports mentioned at (vi) in paragraph 1 above should continue to be submitted untill further orders. Posts retrenched in compliance with the orders issued or to be issued hereafter by the Administrative Departments of the Secretariat on the recommendations made by the Officer on Special Duty (Retrenchment) should be included in the monthly reports.

By order of the Governor of Bombay,

P. G. R. RAO,

Secretary to Government.

R.I.No. 2215
2/2/51.

Submitted with pp.

2. Returns shown against items No.5(i) to (v) overleaf (para 1) have been discontinued instructions (a) of (b) have been prescribed with regard to contigent or T.A. expenditure which should be noted for future guidance.

3. Return at item (vi) in para. one overleaf continues in force and the cashier should be asked to send it regularly every month till it is discontinued.

Sd/-

S.S. J.D.
21/2.

The Cashier should note para 3 above.

A.S. E.P.B.
20/2.

SMR/20.2.